

# **Mauchline Conservation Area Regeneration Scheme**

## **Grant Application Guidance Notes**



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# ***1. Introduction***

This guidance outlines the application process for a Building Repair Grant under the Mauchline Conservation Area Regeneration Scheme, (CARS).

It is part of an application pack which includes the following:-

- Grant Application Guidance Notes
- Preliminary Application Form
- Grant Application Form
- Shopfront Improvement Guide

All of these can be downloaded from the Council's website:

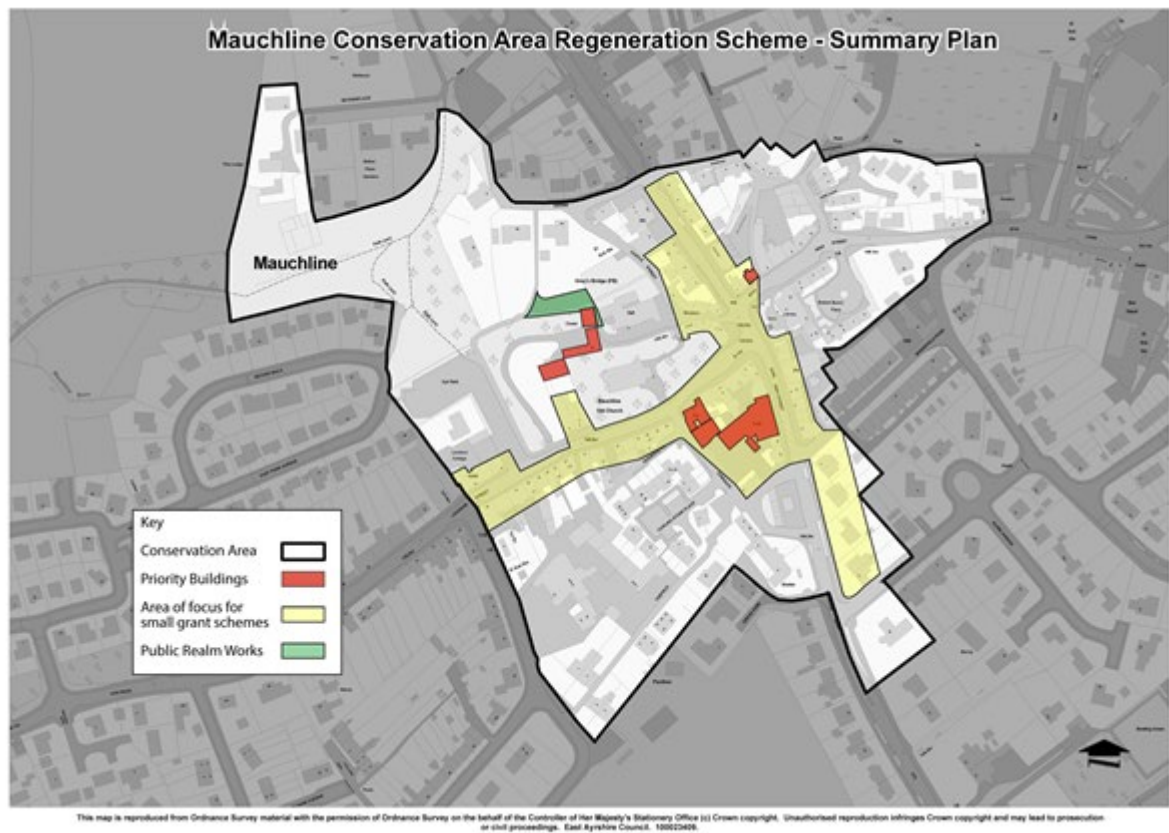
If you need any clarification or help filling in your application, contact the Mauchline CARS Team – contact details on page XXX.

# ***2. About Mauchline CARS***

Mauchline Conservation Area Regeneration Scheme, (CARS) is a 5 year programme, informed by Conservation Accredited Architects, run by East Ayrshire Council, steered and assisted by the community through the Mauchline Community Action Group. Its aim is to regenerate Mauchline by increasing and sustaining the economic activity and community development within the conservation area, maximising the economic potential of Mauchline's significant association with Robert Burns and other heritage assets.

Mauchline CARS is focused on a range of heritage and conservation based regeneration activities within the town centre over a five year period from 1 April 2020 to 31 March 2025. The scheme will offer grant aid towards repair works to traditional buildings as well as supporting complementary initiatives, such as Community Heritage Projects and Traditional Skills Training, to increase awareness and understanding of the town's rich heritage. The project has an overall budget of just over £1.84million of public funds, funded by Historic Environment Scotland £1,119,891 and East Ayrshire Council £725,000, this together with potential property owner's contributions of £320,539 will secure an investment of £2,165,430 for the regeneration of Mauchline.

**Figure 1. Mauchline Conservation Area Regeneration Scheme – Summary Plan**



All traditional properties in the Mauchline CARS area are potentially eligible for funding for traditional repairs however a number of Priority Buildings have been identified by the Mauchline CARS Steering Group as being located in prominent positions and currently having an adverse impact on the town centre due to their condition or appearance, (see figure 1). These buildings will be the focus for the Mauchline CARS funding.

This is not however intended to exclude acceptance of applications for funding for the repair of other traditional buildings within the Mauchline CARS boundary. A range of criteria will be used to assess these applications, including:

- Heritage value
- Condition/ Evidence of need for the repair
- Prominence/ Environmental Impact
- Economic Impact
- Deliverability of a programme of works

### 3. Grant Funding Categories

#### Priority Building Projects

Our priority building repair programme gives grant assistance to bring redundant historic buildings back into use or revitalise underused buildings to maximise their usefulness.

Funding has been allocated to specific buildings identified by the Mauchline CARS Steering Group as being of significant heritage value, located in prominent positions and currently having an adverse impact on the town centre due to their condition or appearance. The scheme aims to help establish a sustainable future for these buildings, as well as demonstrating the benefits of Heritage Led Regeneration.

Applications can be submitted at any point during the scheme provided the project can be completed to enable the final account to be issued prior to **31 March 2025**. The current Priority Building Project list will be subject to regular review and, where necessary, funding will be reallocated to an alternative project if progress cannot be made, subject to approval from the Mauchline CARS Steering Group and Historic Environment Scotland.

**All projects in this category MUST have a Conservation Accredited Architect/Surveyor appointed to be eligible for Mauchline CARS funding.**

#### Proposed Priority Buildings:-

- Abbot Hunter's Tower (Mauchline Castle)
- Gavin Hamilton's House – 8 Loudon Street
- The Old Bakehouse – 8 Loudoun Street
- Poosie Nansie's Ale House – 21 Loudon Street
- John Richmond's House – 3 High Street
- Mauchline & District Kilmarnock FC Supporters Club – 8-12 Earl Grey Street

PRIORITY BUILDING PROJECTS	
Maximum Grant Rate	90% of total eligible costs
Maximum Grant Amount	Dependant on Funding Allocation

### **Small Grants Scheme (Major Repairs)**

Projects seeking CARS funding from £25,000 to £100,000 will be assessed in this category. Applications will be invited in a series of rounds and will be assessed and scored via a set of criteria including: heritage value, condition/need, prominence/environmental impact, economic impact and deliverability,).

The Small Grants Scheme (Major Repairs) is open to all traditional properties located within the CARS area however priority will be given to buildings within the identified **Area of Focus for Small Grant Scheme, (see figure 1)**, and/or buildings which bring empty floor space back into use.

**All Small Grants Scheme (Major Repairs) projects in excess of £25,000 MUST have a Conservation Accredited Architect/Surveyor appointed to be eligible for Mauchline CARS funding.**

<b>SMALL GRANTS SCHEME (MAJOR REPAIRS)</b>	
<b>Maximum Grant Rate</b>	<b>75% of total eligible costs</b>
<b>Maximum Grant Amount</b>	<b>£100,000</b>

### **Small Grants Scheme (Minor Repairs and Re-instatement of Architectural Detail)**

Projects seeking CARS funding of up to £25,000 will be assessed in this category.

Applications will be invited in a series of quarterly rounds and will be assessed and scored via a set of criteria including: heritage value, condition/need, prominence/environmental impact, economic impact and deliverability,).

The Small Grants Scheme (Minor Repairs and Reinstatement of Architectural Detail)) is open to all traditional properties located within the CARS area however, priority will be given to buildings within the identified **Area of Focus for Small Grant Scheme (see Figure 1 - Summary Plan)**.

Small Grants Scheme (Minor Repairs and Re-instatement of Architectural Detail) projects should establish, with the Mauchline CARS Project Officer, if an appropriate Professional Agent needs to be appointed.

<b>SMALL GRANTS SCHEME (MINOR REPAIRS)</b>	
<b>Maximum Grant Rate</b>	<b>75% of total eligible costs</b>
<b>Maximum Grant Amount</b>	<b>£25,000</b>
<b>SMALL GRANTS SCHEME (RE-INSTATEMENT OF ARCHITECTURAL DETAIL)</b>	
<b>Maximum Grant Rate</b>	<b>75% of total eligible costs</b>
<b>Maximum Grant Amount</b>	<b>£15,000</b>

## Shopfront Improvement Grant Scheme

Shop facades often reflect decades of local history, invoke nostalgia and memories but they are also practical working buildings, designed to attract and sell.

Conserving and restoring the historic features of shops enhances areas and may, in turn, bring economic benefits to an area by encouraging tourism and improved footfall.

Eligible works include renewing, refurbishing or reinstating original:-

- shopfronts
- fascias
- doors
- hanging signs
- architectural detail and;
- removing external roller shutters and replacing them with more suitable security measures

SHOPFRONT IMPROVEMENT SCHEME	
Maximum Grant Rate	75% of total eligible costs
Maximum Grant Amount	£25,000

## 4. *Prioritisation of Grant Funding*

Grant funding will be prioritised to the essential repairs necessary to secure and/or stabilise a property, and works to primary facades only, (i.e. usually street elevation), of eligible properties including associated works, (i.e. roofs, chimneys etc.) to secondary facades.

Generally works to the rear of an eligible property will not be grant funded unless the applicant can demonstrate a clear need for the works to be undertaken that meets the aims of the overall Mauchline CARS project.

The following Categories will be used in the assessment of the need for grant funding:

Category 1 Essential Repairs (for the security of the building and the general public)
<b>Structural Stability</b>
Evidence of structural movement or defects in the building fabric will require to be assessed by a suitably qualified building professional. A proposal to rectify the defect will be required as part of the grant application and grant funding will only be paid subject to confirmation of the works being satisfactorily undertaken by a suitably experienced building contractor.

<b>Roof Durability</b>
Evidence of defects to the main roof of the property (pitched roofs and flat roofs) are to be assessed by a suitably experienced building professional or contractor. Roof durability includes condition of general roof coverings, valley, hip, & ridge flashings, abutments with adjoining structures and condition of traditional roof lights and cupolas.
<b>High Level Masonry</b>
Evidence of defects to high level masonry is to be assessed by a suitably experienced building professional or contractor. High level masonry includes chimneys stacks, pots and cans, cope stones, skews and skew putts, as well as any other high level masonry structures.

<b>Category 2    Necessary Repairs (for the long term usage of the building)</b>
<b>Rainwater Goods</b>
Evidence of defects to rainwater gutters, hoppers and downpipes to be assessed by a suitably experienced building professional or contractor and should include the need for redecoration or replacement of inappropriate materials.
<b>General Walls</b>
Evidence of defects to natural stone walling and/or render coverings are to be assessed by a suitably experienced building professional or contractor.

<b>Category 3    Desired Repairs (for the enhancement of the buildings appearance)</b>
<b>Windows and Doors</b>
Evidence of defects to windows and doors to be assessed by a suitably experienced building professional or contractor and includes accuracy of style and use of inappropriate materials.
<b>Architectural Features</b>
Evidence of missing architectural features to be assessed by a suitably experienced building professional or contractor and identification of relevant information to provide proof of missing elements to be gathered (archive photos, drawings, supporting material etc.)

## ***5. General Principles for Repair***

A key objective of Mauchline CARS is to ensure the continued use of historic buildings whilst conserving their character and enhancing the conservation area.

The aim is to also help restore or enhance the buildings features which gives them their historic or architectural importance and thereby assist in the creation of a more pleasant environment.

A number of general principles should be adhered to when working with traditional buildings, these are:-

## General Principles For Repair

- **Avoid Unnecessary Damage**  
Public interest generated by historic buildings depends upon the development of the building fabric and design. Unnecessary replacement of sound historic fabric should be avoided.
- **Analysing Historic Development**  
Identifying the appropriate method of repair requires an understanding of how the building developed. An accurate record of the repair process is therefore recommended.
- **Analysing the Causes of Defects**  
The causes of decay should be investigated and fully understood before repairs are undertaken. Failure to do so will potentially encourage the repetition of defects.
- **Adopting proven techniques**  
Repairs should be matched to existing traditional materials and methods of construction. Exceptions should only be considered where the existing fabric has failed due to poor design or specification.
- **Restoration of missing features**  
Restoration works based on appropriate evidence will be encouraged, but maintaining the building in a good state of repair must take priority.
- **Safeguarding the future**  
Historic buildings should be regularly monitored and maintained and, where possible, provided with a sympathetic use. In this way they can contribute to the future of local communities in a sustainable manner.

## *5. Eligible Works*

The aim of the Mauchline Conservation Area Regeneration Scheme is to promote the conservation and environmental regeneration of Mauchline Conservation Area. It is important that the quality and historic character of Mauchline is maintained and enhanced. Consideration of the architectural detail of buildings and proper repairs respecting traditional fabric, details and skills will help to achieve these aims.

### **Strengthening or reinforcing the existing structure**

Must use the most conservative based approach that is practical. Limited reconstruction (in line with the existing structure) may be eligible if it cannot be avoided. The survival of vernacular building techniques which are often found in buildings behind later finishes is important so repairs should be in compatible materials.



**Structural timber or timber repairs** – appropriate repairs to timber frames, roof structures, beams, joists, and other structural timbers are Eligible Works. A detailed specification and/or drawings will need to be approved before any work is tendered and undertaken, and the Works shall be based on a careful and comprehensive survey. In-situ reinforced-resin repairs to structural timbers will not be acceptable unless justified on the grounds of avoiding major disturbance of historic fabric.

**Specialist treatments** – remedial treatments to eradicate dry rot or beetle infestation can be very destructive to historic buildings. Precautionary timber treatments are not Eligible Works. In certain circumstances, dry rot and timber preservative treatments can be Eligible Works, if a full and thorough assessment confirms active infestation. This should be based on an analysis and specification by an independent specialist consultant and the use of non-destructive techniques and non-toxic applications wherever possible.

Damp-proofing and damp proof course (dpc) installations are not usually Eligible Works. Damp-eradication measures such as improved drainage using French Drains or the lowering of ground levels will be preferable and can be accepted as Eligible Works.

**Reinstatements after repair** – *general internal repairs* are NOT Eligible Works. However reinstatement of plaster removed to allow repairs to beams, joists etc will be Eligible Works. In such instances reinstatement should match the original.

**Re-roofing and high level repairs** – Re-roofing in natural materials, re-using existing materials where possible or slates of matching type, appropriate to the area and age of the building, to the same grading and detail and using lead, zinc and copper as appropriate will be considered Eligible Works.

Comprehensive re-roofing is Eligible Works, but not partial repair (for example, fixing slipped slates) which is considered to be maintenance rather than Eligible Works.

All repairs to the roof structure should be undertaken at the same time. Other Eligible Works are the repair or renewal of lead work, chimney repairs, repair or renewal of rainwater goods and any other high level repairs associated with re-roofing.

It will be important to consider any associated alterations such as new roof windows or skylights etc at an early stage and certainly before tendering and commencement of Works. Such items are not Eligible Works but if they are agreed, they should be undertaken at the same time.

No work to repair a roof should be undertaken with support from the Programme if unsympathetic earlier alterations such as box dormers, obtrusive roof lights, or inappropriate works will remain. Inappropriate features are highlighted in the Conservation Area Appraisal prepared by East Ayrshire Council. All inappropriate, earlier alterations to the original appearance and character of the property should be removed and the original roof re-instated as part of the Approved Scheme.

**Chimney repairs** – Necessary repairs to chimneys are normally Eligible Works, provided the chimney is retained or reinstated accurately to its original height and profile. Repair of existing chimneys is to be preferred

to rebuilding, although the latter can be considered if proven to be structurally necessary. The reinstatement of the original style of chimney cans, when associated with other chimney repairs are Eligible Works.

The cost of demolishing chimney stacks and roofing over the demolished chimney is not Eligible Work.

**Lead work** – Necessary repairs or renewal of existing lead work and the provision of weatherings such as flashings, soakers and cappings, are Eligible Works when carried out using details and weights recommended by the Lead Sheet Association and in accord with building conservation principles. The extensive use of lead welding in order to extend the life of lead of historic interest may also be Eligible Works, as may the reforming of steps and falls in lead-lined gutters in accordance with modern practice.

**Rainwater Goods** – The repair or replacement of rainwater goods or a rainwater disposal system to a building to match the original materials and sections are Eligible Works. The existing historic material, sections and profiles, including decorative details such as hoppers and brackets, should be matched where possible. Generally this will be in cast iron, but occasionally in lead, zinc, timber or stone, where appropriate.

However, plastic, PVC or GRP rainwater goods are not Eligible Works.

**Stonework repairs and repointing** – The repair of external stonework, if to an appropriate specification, is grant eligible. Specification of the material and method of construction should be developed through investigation of existing fabric, such as petrographic analysis and may require verification by an independent consultant prior to application. This includes stone indent work or complete replacement of individual stones. Selective rebuilding of existing stonework, if structurally necessary and to an agreed specification, can be considered as Eligible Works. Generally, this should use salvaged existing materials from the building and/or new matching materials and should be preceded by a recorded survey of the building. Repointing, only where it is structurally necessary, kept to an absolute minimum and carried out to an appropriate specification, are Eligible Works.

Plastic *in situ* resin-based mortar repairs to stonework are not normally acceptable. Their use in minor repairs to points of fine architectural detail may be acceptable as Eligible Works.

**Render repairs and re-rendering** – Repairing limited areas is preferred however total or substantial renewal will be eligible if it cannot be avoided. Specification of the material and method of application should be developed through investigation of existing fabric and may require verification by an independent consultant prior to application. If a coating has been removed in recent years and this has harmed the performance and appearance of the building, restoring it may be the most appropriate type of repair. Repairing applied details and features (such as cornices, string courses, window architraves, columns, pilasters and rusticated rendering) is also eligible. Repairing these details and features should be done carefully and accurately to the historic composition. Generally GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary *in situ* resin based repair techniques. Traditional lime harls and lime washes should be encouraged where appropriate, and should be discussed case by case with Historic Environment Scotland.

**External Cleaning** – This is only eligible if there is such a build-up of dirt, paint or resin coatings on the surface that it must be removed to either assess the extent of the necessary repair or where it is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is not eligible for grant assistance. Any cleaning or paint removal which is found to be eligible must be carried out to an approved specification by a specialist conservation contractor.

**Windows, doors and external joinery** – The repair of the original pattern and detail of existing windows, external doors and external joinery, which contributes to the character of the building and/or the conservation area, is Eligible Works. The replacement of existing joinery, if unavoidable, can be considered as Eligible Works if identical copies of the original design and material are used.

No work to repair windows or door joinery will be supported if unsympathetic earlier alterations such as picture windows, uPVC doors or inappropriate re-glazing patterns do not form part of the scheme of repair/enhancement. These features are highlighted as inappropriate in the Conservation Area Appraisal. If the original or most appropriate design cannot be ascertained from the building, its neighbours, or from old photographs, Historic Environment Scotland or East Ayrshire Council should be consulted. Astragals, if any, should match. These should be agreed by Historic Environment Scotland or East Ayrshire Council.

Where glazing to existing window joinery is not historically significant, double glazing units such as slimline can often be fitted into the existing window frames. Upgrading of complete window units to double/triple glazing is not generally eligible.

**Reinstatement of architectural details** – The reinstatement of distinctive architectural features, particularly decorative ironwork such as balconies, crests, canopies and railings that contribute to the character of the building and the conservation area will be encouraged, provided the reinstatement is to the original size, pattern, detail and material. Restoring architectural details must only be carried out if the building is otherwise in good repair (or will be repaired as part of the overall project).

**Repair or Restoring boundary walls & railings** - Repair of retaining walls, boundary walls and railings are eligible for funding where they contribute to the stability of the building, improve its setting or are of particular interest to the conservation area.

### ***Climate Change Adaptations for Traditional Buildings***

Proposals to adapt the building fabric to increase resilience to address the impacts of climate change should be considered in line with the HES Short Guide No.11 'Climate Change Adaptation For Traditional Buildings'. Measures may include for example, reviewing the overall size and cross section of gutters and hoppers, and the location, number and size of overflows and downpipes.

### **Enhancement of the Public Realm**

The Council may allocate up to 20% of the Grant on environmental enhancement of public spaces. Under this category, priority will be given to schemes involving the repair or relaying of historic surfaces and features. Next in priority will be schemes involving the reinstatement of space or street surfaces in matching materials, based on physical or photographic evidence. In exceptional circumstances funding may be offered towards new works to resurface streets or spaces in appropriate materials which respect the configuration of existing streets and

pavements. Reference should be made to the Conservation Area Appraisal in all cases.

Other public realm environmental improvements including public art; the installation of “traditional” street lighting and street furniture; or permanent landscaping will not normally be Eligible Works for grant assistance. However where such schemes are demonstrated to be in keeping with the historic character of the area, as defined in the Conservation Area Appraisal, they may be agreed by Historic Environment Scotland.

### **Accessibility**

Works solely to comply with the Disability Discrimination Act (2005) are not Eligible Works, but it is recognised that environmental enhancement projects need to comply with the provisions of this Act and within each project all reasonable provision must be made to make the Subjects fully accessible.

### **Environmental Impact Assessment**

Prior to carrying out any Works, the applicant will have provided all related Environmental Assessments and had them agreed as satisfactory by organisations with a statutory interest. Works must be carried out in accordance with the agreed Environmental Assessment.

### **Protected Species**

The applicants are responsible for ensuring that appropriate surveys are carried out and approved actions taken to prevent disturbance to, or damage to the habitat of, any species protected by law.

## ***5. Non-Eligible Works***

- Routine maintenance and other minor repairs. (Including slipped slates or blocked rainwater goods)
- Alterations, extensions and internal work
- Demolition or unnecessary removal of historic fabric (Including replacement of sound single glazed timber windows with double glazed units)
- Upgrading and renewal of services. (Including underground drainage and electrics)
- Stone cleaning and other invasive treatments undertaken for aesthetic only reasons
- Decoration without associated repair works
- Works undertaken prior to approval of Mauchline CARS grant applications and acceptance by applicant of grant offer & conditions.

## ***6. Appointment of Professional Advisors***

The applicant **MUST** appoint a suitably qualified, conservation accredited, professional agent, experienced in works to repair traditional buildings to accepted conservation standards, for any project seeking grant funding in excess of £25,000. It may also be necessary / beneficial to appoint a professional agent on projects seeking grant funding less than £25,000

however this can be discussed and agreed with the Mauchline CARS Project Officer.

The professional agent should be appointed, as a minimum, to undertake the following:

- Preparing a thorough survey of the structure and condition of the building.
- Preparing a detailed specification and drawings for the urgent and necessary repairs or recording of the fabric.
- Getting competitive tenders and providing a tender report.
- Obtaining all statutory consents for the repair.
- Arranging a contract with the builder.
- Oversee the project as it develops on site.
- Regular inspections and valuations of the work on site to support grant claims.
- To ensure all snagging items are undertaken to an acceptable standard; and
- To assist with the obtaining of all necessary completion certificates

Professional fees are eligible for Mauchline CARS funding provided the agent belongs to a recognised professional institution, (e.g. ARB, or RIAS for Architects, RICS for Chartered Surveyors), carries appropriate professional indemnity insurance, and can demonstrate experience in works to repair traditional buildings to accepted conservation standards.

Professional fees are only eligible if the professional agent is competitively procured, inspects work in progress and is responsible for its certification on completion.

Mauchline CARS has procured a dedicated Conservation Accredited Architect and access to other appropriate building professionals that potential applicants may use without requiring a further procurement process. If applicants wish to use our dedicated Conservation Accredited Architect they will be required to enter into a separate contract with them for their proposed works. However, whilst East Ayrshire Council has assessed these professionals they cannot guarantee or be held liable for the quality of the work these professionals undertake. Any disputes must be settled between the potential applicants and their agent.

Potential applicants do not have to utilise the Conservation Accredited Architect procured by East Ayrshire Council, however, professional fees will only be grant eligible if otherwise competitively procured. Professional Fees will only be grant eligible once an Offer of Grant is agreed.

It should be noted that whilst Mauchline CARS can provide general advice in relation to the potential works, it cannot provide specification, direction or certification services. It is the responsibility of the applicant to ensure that an appropriate professional agent is appointed (or for grant funding less than £25,000 that necessary and appropriate information is developed and submitted with the application).

Details of suitably qualified architects experienced in the repair of historic buildings can be obtained from the **Royal Incorporation of Architects in Scotland** (RIAS) Tel: 0131-229 7545. Details of suitably qualified chartered building surveyors experienced in the repair of historic buildings can be obtained from the **Royal Institution of Chartered Surveyors in Scotland** (RICS) Tel: 0131 225 7078.

## *6. Appointment of Contractors*

The work to your project should be carried out by a competent Contractor with relevant experience in Building Conservation work. Your Professional Advisor should be able to give you recommendations.

To meet grant conditions for projects over £25,000, you must have a minimum of three tenders and for projects below £25,000, a minimum of three quotes. It is recommended to obtain tenders or quotes for at least four or five Contractors in case some do not submit.

For projects over £25,000, Contractors will submit a price based on tender documentation prepared by your professional advisor alongside other professionals as required, such as a Quantity Surveyor. This information will include detailed drawings, specifications and bills of quantities.

Your Professional Advisor will prepare a tender report which is required for your grant application. After your grant application has been approved and a grant contract entered into, you can accept your preferred Contractor's tender and agree a date to start works on site. In accepting your preferred Contractor's Tender or quote you will enter into a formal contract with them and it is advisable to use a form of contract appropriate for the size of your project. Your professional advisor will advise.

If your project is small scale (under £25,000) and you are obtaining quotes and managing the works yourself, if possible get recommendations from someone who has had similar work carried out and ask Contractors/Builders for references and check these out. Your Contractor should have experience of working on traditional historic buildings and be a member of an appropriate trade association or registration body. You should also make sure that you give each contractor or builder the same information in order to price the job so that you can compare prices fairly.

You should also be aware that as a client you have responsibilities for health and safety under Construction (Design and Management) 2015. For more advice, check out [www.hse.gov.uk/construction/CDM/2015](http://www.hse.gov.uk/construction/CDM/2015).

Building contractors and professional agents working on Mauchline CARS funded projects are required to demonstrate to the applicants that they have the relevant experience and skills to undertake repair works to traditional buildings to the satisfaction of East Ayrshire Council and Historic Environment Scotland. This does not, however, necessitate contractors having formal accreditation from a conservation body in order to carry out works eligible for Mauchline CARS funding.

Specification for traditional repairs and standards of workmanship will be assessed by the Mauchline CARS Project Officer or their representative to ensure that accepted conservation standards are being achieved. Where

specification and / or workmanship are deemed to be deficient grant funding will not be offered / paid until rectified.

An explanation and details of accepted conservation standards can be found in the Historic Environment Scotland document:-

**"Advisory Standards of Repair"** which is free to order or download at [www.historicenvironment.scot](http://www.historicenvironment.scot)

## 8. Making Your Application

Please follow the eight or ten ***Simple Steps to Completing your Application*** and to ensure that the Council can consider your application, please complete the ***Enclosures Check List*** to show the documents you have enclosed and sign the ***Declaration – Part 5***.

### **YOUR APPLICATION WILL NOT BE PROCESSED IF YOU FAIL TO ENCLOSE THE NECESSARY ITEMS.**

- All applications must be submitted well before any work is due to start as grants will not be considered retrospectively.
- From submission of a valid grant application you should allow 8 weeks for an offer of grant to be made.
- Work must not start before the offer of grant has been made and accepted.
- In submitting an application for grant under the Mauchline CARS you are confirming acceptance of the principal conditions of grant, as detailed below and you are agreeing to be bound by these conditions. Detailed conditions will be attached to any Offer of Grant. A copy of the full standard conditions can be obtained from the CARS Project Officer.
- Special conditions may also be applied relating directly to your approved scheme of works.
- You must ensure that your contractor is fully aware of any specialised requirements of the grant scheme and of any conditions attached to your offer of grant.
- Grants **will not be paid** if the work does not meet the required standard or agreed detailing or if any conditions have not been complied with.
- No payment should be made to your contractor until the works have been inspected by the CARS Project Officer or their representative.
- Payment of grant is generally made on receipt of completed accounts. Payment may be made by instalments on receipt of certified accounts to the effect that work to a certain value has been carried out in accordance with the agreed specification. When the accounts have been approved, arrangements for appropriate payment may be made. In cases of genuine hardship mandated staged payment of the grant direct to the contractor(s), can be authorised on receipt of evidence that the grantees contribution has been received by the contractor(s).

- **Grants are discretionary and subject to the availability of funds. The inclusion of a property within the Mauchline Conservation Area does not necessarily indicate that a grant will be awarded.**

## ***8. General Conditions of Grant Funding***

**The Mauchline CARS Grant Offer is a legal agreement and should therefore be read thoroughly and independent legal advice sought where necessary. Full details of all conditions will be contained in any offer of grant. The Mauchline CARS Officer can be contacted to help with clarification of the grant offer or conditions.**

**The Offer of Grant will require certain undertakings to be complied with by the Grantee, these include:-**

### ***End Use***

*Following the Completion Date of the grant aided project the Grantee must make the Property available for the End Use until the end of the Control Period (15 years from the signing of the Grant Contract).*

### ***Repair and Maintenance***

*The Grantee must repair and maintain the Property so as to keep it in good repair and condition to the reasonable satisfaction of the Local Authority and/or HES until the end of the Control Period. The Grantee must have the fabric of the building on the property inspected every 5 years by a registered architect/building surveyor and submit their report including photographs evidencing the state of repair and condition of the Property to the Local Authority and/or HES until the end of the Control Period.*

### ***Not to Alter***

*The Grantee must not alter, extend or demolish any part of the Property without the prior written approval of the Local Authority and/or HES, until the expiry of the Control Period.*

### ***Insurance***

*The Grantee must maintain an Insurance Policy as prescribed by HES throughout the Control Period. The Grantee must utilise all money received under the Insurance Policy as soon as reasonably practicable in making good any damage giving rise to the claim.*

### ***Publicity***

*The Grantee must permit HES, the Local Authority and the Scottish Government to publicise the Property in any publication or on the website. The Grantee must publicise the grant ensuring that any publicity relating to the Property mentions the grant from the Local Authority and HES. The Grantee must not make any announcement/publicity before the Local Authority has made public the award of the Grant to the Grantee.*



## **Provision of Information**

*The Grantee must immediately provide any information required by the Local Authority and /or HES until the expiry of the Control Period.*

## **Inspection**

*The Grantee must allow HES and or the Local Authority and its representative's access to the Property for the purpose of inspection in order for HES and/or the Local Authority to check compliance with the terms of the Grant contract.*

## **Public Access**

*The Grantee must agree with the Mauchline CARS Project Officer an appropriate level of Public Access to the Property from and after the Completion Date throughout the remainder of the Control Period. The Grantee shall arrange that the access arrangements are publicised as prescribed by HES and agreed by the Mauchline CARS Project Officer.*

*The Grantee must seek written approval from the Local Authority and/or HES to charge members of the public an admission fee to access any part of the Property, until the end of the Control Period.*

## **Disposal**

*The Grantee must notify the Local Authority and/or HES until the expiry of the Control Period immediately if the Grantee intends to Dispose of the Property, or any interest in it within the Control Period.*

## **Letting**

*The Grantee must not let or agree or allow any sub-letting of the Property for a term of 21 years or less, without the prior written consent of the Local Authority and/or HES until the expiry of the Control Period.*

## **Clawback**

*If the grantee contravenes any condition of the Grant Contract, Standard Security or Conservation Burden or the property is sold within a predetermined timescale (15 years), we reserve the right to recover, if appropriate, a percentage of the original grant.*

*Where the Local Authority or HES is entitled to recover all or any part of the Grant it shall calculate the amount due on the following basis (or such other basis as HES shall notify from time to time):-*

<i>Year from date of grant in which claw back event occurs</i>	<i>Percentage of original grant to be recovered</i>
<i>0-1</i>	<i>100%</i>
<i>1-2</i>	<i>93%</i>
<i>2-3</i>	<i>86%</i>
<i>3-4</i>	<i>79%</i>

4-5	72%
5-6	65%
6-7	58%
7-8	51%
8-9	44%
9-10	37%
10-11	30%
11-12	24%
12-13	18%
13-14	12%
14-15	6%
15+	0%

### **Archaeology**

Archaeological assessments may be required for some schemes. Where an Archaeological assessment is required then policy guidance on conserving archaeological resources should be followed. Archaeological evaluation at an early stage should be used to inform decisions about development. Projects should try to preserve deposits in situ where possible, and, where disturbance is unavoidable, mitigate this by organising a full archaeological investigation. Fees will be eligible where they clearly relate to the project and conservation works the grant is being used for.

### **Works Insurance**

While the works are in progress, the grant recipient must maintain adequate insurance cover on the building, the works executed, and any unfixed materials and goods delivered to the building, against any loss or damage arising as a consequence of the works being undertaken.

The proceeds of all claims under the insurance must be applied by the grant recipient towards the cost of the reinstatement of the works and building, the rectification of any loss or damage caused to the works, and the replacement of any goods or materials damaged, as necessary. The grant recipient must provide the Project Officer with a copy of the insurance policy (or policies) as soon as practicable before the commencement of the works.

### **Reassessment of Level of Grant Aid**

If the cost of the work increases, or additional work is undertaken, there is no obligation for the grant to be increased. An increase in the grant is entirely within the discretion of the Project Officer and the funders and will only be made in exceptional circumstances.

## **Health and Safety**

*All contractors carrying out building works funded by this scheme must fully comply with the current CDM Regulations. Scaffolding will normally require a permit to be issued before it is erected on site.*

## **Acknowledging the Grant**

*During the works period you must provide facilities to clearly display boards acknowledging the grant contribution. The Mauchline CARS Project Officer will supply the individual boards.*

## **Interim & Final Inspection of Scheme Works**

*The Mauchline CARS Project Officer should be allowed access to the works at regular intervals (to be agreed) to assess progress as well as at completion. The Mauchline CARS Project Officer should be informed a minimum of five working days prior to the date where scaffold is to be removed to allow;*

*Safe access to the completed works must be maintained to allow the Mauchline CARS Project Officer to carry out a final inspection. Failure to provide adequate safe access may result in the grant claim being delayed or refused until safe access is made available. Costs incurred to provide safe access where previous access has been removed will NOT be eligible for assistance from Mauchline CARS*

## **Retention**

*Please note that a retention of 10% of the grant sum will be held by Mauchline CARS until the final accounts have been settled.*

***Special conditions may also be applied relating directly to methods, materials, detailing or techniques when needed. These might include the requirement to approve a sample area of pointing before the main work proceeds or the specification of mortar to be used or the approval of joinery cross-sections.***

## ***Mauchline Conservation Area Regeneration Scheme***

***For further information on Mauchline CARS please contact:***

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