



Grants for
**HISTORIC BUILDINGS, MONUMENTS
AND DESIGNED LANDSCAPES**



ENGLISH HERITAGE



Thank you for requesting our grant application pack for historic buildings, monuments and designed landscapes in England. This application pack contains:

- guidance notes;
- an application form;
- a feedback form;
- a summary of priorities for English Heritage grants in your region.

Please read the guidance notes thoroughly before you start to fill in your application form.

English Heritage provides advice and support relating to all aspects of the historic environment. We are the principal public body and the Government's chief adviser for the historic environment in England. Our work covers three main categories:

- research and investigation to extend our understanding of the historic environment;
- advice and support for owners, local authorities and others involved in conserving and managing change in the historic environment, with the aim of securing its long-term future; and
- helping people to understand, value and enjoy their heritage.

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Part 1: About this grant scheme

1.1 Introduction

This scheme covers grants for the repair and conservation of historic buildings, monuments and designed landscapes. Our grants are primarily for urgent repairs or other work required within two years to prevent loss or damage to important architectural, archaeological or landscape features.

We aim to secure a sustainable future for the historic environment by ensuring that work carried out with our grants is:

- sympathetic to the character and importance of the building, monument or landscape;
- supported by proper planning and adequate investigation of projects, reducing risk and improving cost control;
- completed to an appropriate standard and that subsequent regular maintenance is carried out.

The day-to-day administration of this grant scheme is carried out by teams in our English Heritage regional offices. They will be your contact throughout the application process. They can advise you on whether your project will be a priority for support and can also help you to complete your application form. If you are not sure whether your project qualifies for a grant under this scheme and meets our priorities for your region, you should contact your English Heritage regional office at an early stage, before you submit your application. On pages 21–22 you can find details of all our English Heritage regional offices and the region in which your project is located.

1.2 Our priorities

There is a very high demand for English Heritage grants, which means that we are not able to offer a grant to every project that qualifies for support. We have identified national priorities for the kinds of projects that we can support.

Our national priorities for grants are:

- **Significant elements of the historic environment which are at risk.** We will consider your property to be at risk if it is either on our *Buildings at Risk Register* or you can demonstrate that it is at serious risk from neglect or disrepair. The *Buildings at Risk Register* is available on our website: www.english-heritage.org.uk
- **Projects where there is a lack of alternative sources of funding.** In order to qualify for a grant under this heading, we will need to be satisfied that you are not eligible for any other obvious sources of public or charitable funding, for example from the Heritage Lottery Fund, Single Regeneration Budget and specific funding (such as funding for coalfields or housing). Information on public sources of funding is provided in a free and regularly updated online guide *Funds for Historic Buildings*, which can be downloaded from www.ffhb.org.uk

Within these national priorities, we recognise that different regions have different needs. Included in this application pack is a summary of our grant priorities for your region. To obtain a summary for another region please contact your English Heritage regional

office or visit our website:

www.english-heritage.org.uk

Before doing any further work on your application you should consider whether your project meets our priorities for your region, and contact your English Heritage regional office at an early stage if you are uncertain.

1.3 What projects can qualify for help?

To qualify for a grant under this scheme, we would normally expect your project to involve one of the following:

- a building listed at grade I or II*;
- a scheduled monument;
- a designed landscape that is included in our *Register of Parks and Gardens* at grade I or II*.

Exceptionally, we may offer grants to projects that are within a conservation area or a London borough and involve one of the following:

- a building listed at grade II;
- an unlisted building of significant historic or architectural merit;
- a designed landscape that is included in our *Register of Parks and Gardens* at grade II;
- public realm work of historic importance.

In addition, you must also be able to show that:

- your project meets one of our priorities for your region (see summary of regional grant priorities);

- the work you want to undertake needs to be done within two years (see section 1.5);
- there is a financial need for an English Heritage grant (see section 2.4).

If your project involves a war memorial, or a building in use as a place of worship, it may qualify for a grant through one of our other grant schemes. In certain circumstances we can assist with acquisition costs and enter into agreements for managing scheduled monuments that are deteriorating as a result of insufficient management, where other funding is not available. For further advice on this and our other grant schemes, please contact your English Heritage regional office (see pages 21–22 for contact details).

1.4 Who can apply?

Applicants must be organisations or individuals who have a legal responsibility for the repair of a historic building, scheduled monument or designed landscape. You will normally need to own the building, monument or landscape, hold a full repairing lease which has at least 21 years to run, or be able to demonstrate that you have an agreement to acquire the property in question.

Where you are the owner you will need to confirm whether you are the sole legal owner, or the joint owner (for example with a spouse or via a company of which you are the sole director and shareholder) before a grant offer is made. If you are not the sole owner, you must confirm in your grant application who else owns or has an interest in your property.

If your project involves repairs, and you intend to retain your property after the proposed project is complete, you will also need to demonstrate that you are able to meet our post-repair conditions of grant (see section 2.9).

1.5 The kind of work we fund

We give grants primarily for urgent repairs or other work that needs to be done within two years to prevent loss or damage to important architectural, archaeological or landscape features.

We are willing to consider grants for project development work where this is required so the full scope of a project can be determined. This will help us all to manage risk better and avoid the need for future increases in our grants.

The kind of work that we can fund is described in detail in Part 3 and includes:

Project development work

This can involve the preparation of specialist reports and studies as a basis for repair and landscape restoration work (see section 3.2).

Standing structures

Work on this type of building or monument may include repairs, consolidation and specialised tasks such as the conservation of sculpture or wall paintings (see section 3.3).

Buried remains

Work on sites with buried archaeological remains can include research and investigation to determine the significance and vulnerability of the site. It can also include major repairs to earthworks and work to protect sites from damage (see section 3.4).

Designed landscapes

Work to historic parks and gardens can cover the preparation of a conservation management plan as a first stage, followed by grant for repair of key features and other work which will conserve the design and form of the historic landscape (see section 3.5).

Public realm work

This type of work includes the repair and reinstatement of historic street furniture and historic surfaces. It can also involve structural planting and lighting for important landmark buildings and structures (see section 3.6).

Other project costs

These are associated project costs such as professional fees, VAT, preliminary costs and insurance (see section 3.7).

1.6 The kind of work we do not fund

The types of work that we cannot fund are described in detail in section 3.8 and include:

- Alterations and improvements;
- Maintenance and minor repairs;
- Demolitions;
- Reinstatement and reconstruction.

Part 2: Applying for a grant

2.1 Making an application

If you think that the work you want to carry out qualifies for a grant under this scheme, you should gather together the information that we need in order to assess your application. We do not expect you to run up substantial costs in putting your application together, but you must be able to answer all the questions on the application form and send us all the information we ask for. You will need to provide a professional adviser's or specialist contractor's report in support of your application, as well as photographs that show the urgency for your repair or restoration proposals. We are not able to assess incomplete applications.

We accept applications for grant throughout the year. However, with a limited budget we are only able to support a small number of large projects. If you are seeking a grant of £200,000 or more you are strongly advised to contact your English Heritage regional office at an early stage. If you are requesting a grant of £200,000 or more we will normally need to have received your application by 31 January if it is to be considered for a grant in the following financial year.

We do not usually offer grants for projects costing less than £10,000 in total (including fees and VAT), with the following exceptions:

- project development work;
- where you can show that you do not have access to alternative sources of funding.

2.2 Our initial assessment of your application

As soon as we receive your completed application, we will write to let you know who is dealing with it. This person will be your usual point of contact.

We will check whether your application meets the following initial assessment tests:

- your application form must be fully completed, and include all the supporting information we ask for;
- your project must involve one of the types of properties described in section 1.3;
- you must normally own the building, monument or landscape, or hold a full repairing lease as described in section 1.4, or be in the process of acquiring the property;
- your project must meet one of our grant priorities for your region;
- your application must be for work that needs to be done within two years;
- you must be able to show that there is financial need for an English Heritage grant.

If our initial assessment of your application shows clearly that your project does not qualify for a grant under this scheme, we will let you know in writing within four weeks of receiving your application, explaining why.

2.3 Our detailed assessment of your application

If your application passes our initial assessment tests, we will write to let you know. We will arrange for one of our architects or other specialists to visit and evaluate your project. During the visit, our staff will want to meet your main professional adviser (if one has been appointed) to discuss the work you want to carry out. If there are any differences of opinion over the extent or urgency of the work needed, or over the methods and materials to be used, we will discuss these fully with your professional adviser before we prepare a report. This report will set out the work we will consider funding and any further work that is needed to develop your project.

You should not prepare a detailed specification for your project until we have made a decision on your application. This is because we will want to agree details of the project development with your adviser before your proposals are finalised.

We aim to award grants to projects that have the highest regional priority for English Heritage funding. Our assessment of grant applications is a competitive process that takes account of any wider benefits that your proposed project will provide. Such benefits can include:

Access and interpretation

Visitor access and interpretation are important ways of helping to increase understanding and enjoyment of our heritage. If we give you a grant for repairs and you intend to retain your property after your proposed project is finished, we will normally expect you to provide

public access to the property that has received a grant after the repair work is complete.

Inclusion

We want to support schemes that involve people who have not been involved with the heritage before, or that are designed to widen knowledge, understanding and awareness of local and national heritage. We welcome projects that can provide social and educational benefits for a broad cross-section of local communities.

Regeneration

Investment in the built and green heritage in areas of social and economic deprivation makes a strong contribution to economic regeneration and helps to create new opportunities for local people. We want to support projects that give confidence to communities and encourage inward investment. Examples include projects that bring a property back into use, provide employment opportunities or that may act as a catalyst for further investment in the area.

Training and skills

We are looking to support projects that provide training and develop conservation skills at both a professional and craft level, in particular in those crafts or professions where skills are lacking or are in short supply nationally or regionally.

Sustainability

Modest spending on regular maintenance can reduce the need for costly repairs, help protect your historic asset and save you money in the longer term. If we give you a grant for repairs, you will normally need to make a commitment to undertake annual maintenance on the property that receives the grant. In certain circumstances we can help

you to prepare a costed long-term maintenance plan for your property. We can also advise on other maintenance issues that are likely to influence the design of a repair scheme or that relate to the installation of facilities that will provide safe access for regular future maintenance.

Partnership

We seek to ensure that, where projects also depend on partnership funding from other sources, any grants that we offer will represent real added value. This means that the English Heritage grant should be key to leveraging in funding for your project from other sources.

2.4 How we assess your financial need for a grant

We will expect you to contribute towards project costs from your own and possibly other resources. English Heritage grants are discretionary and there is no standard rate. The amount we offer will depend not only on our assessment of your financial need but also on the resources available to us and any other funds that you may have access to. We assess financial need in a number of ways, depending on the type of property and project.

Properties in use

Many listed buildings, as well as a few scheduled monuments and designed landscapes, are in everyday use for residential or commercial purposes, and are capable of generating enough income or capital value to cover the cost of repairs or maintenance. In such cases we assess need based on a market value of the property (see below). Exceptionally, where we consider that it is in the interests of the property for it

to continue in its current use, we may value it on a 'going concern' basis (see below).

Market valuation

In assessing your need for grant on a market valuation basis, we look at the market value that your property would have if it were in a reasonable state of repair, and set it against the estimated cost of repairs. If the estimated cost of repairs is less than 80% of the property's market value in reasonable repair, we can not justify a grant from public funds.

In estimating the cost of repairs, we take into account the urgent work that qualifies for a grant as well as any other work needed to put the property into marketable condition.

Going concerns

We do not take a market valuation approach if a property's significance would be put at risk by its being sold or put into a different use. For example, some buildings contain important related collections of historic contents, while others may form part of a group of historically related buildings or a designed landscape that may be best protected by being kept together under a single owner. In some cases the historical significance of a building or landscape depends on a highly specialised use.

All such cases are assessed as 'going concerns'. In doing so, we assess the full extent of major repairs and landscape restoration that are likely to be needed over a ten-year period to the whole of the historic entity of which the property forms part. We then set the cost of this work against the income available from the entire historic entity, including any capital revenue that can be realised

without damaging the historic integrity of the entity in question. We count no more than 80% of predicted profits as your contribution to meeting capital repairs. If there is a shortfall between expected annual profits and the estimated annual liability for major repairs, we may offer a grant towards the cost of one or more phases of repair.

If you conduct a business or you are a registered charity, you will be asked to submit copies of your organisation's audited accounts for the last three complete years with your application. In many cases these accounts will provide enough information for us to assess your financial need for a grant. The complexity of going concerns varies widely, however, and we may need to call for supplementary information to clarify your financial position. We treat all financial information in the strictest confidence and use it only for assessing your need for a grant.

Redundant, derelict or under-used properties capable of being returned to use

If you want to repair and convert a redundant, derelict or under-used property to serve new uses, we will assess need on a market valuation basis. We will consider a grant if the total project costs, including overheads and a reasonable allowance for developer's profit, are greater than the anticipated market value of the property after the project has been completed.

If you have recently bought the property, we will expect the purchase price to fully reflect the condition of the building and the need for repair.

We will not normally offer a grant to subsidise a less economic use if it is possible to find an alternative use that is acceptable in terms of its effect on the building, monument or landscape and would enable the cost of repair and conversion to be met without a grant. Where the type of use is constrained by legal requirements (for example a trust deed) we will take this into account.

We will expect to see a development appraisal for all projects involving redundant, derelict or under-used properties being brought back into use. Where you will retain the property after your project is complete, we will also need to see a business plan which shows how the long-term future of the building, monument or landscape will be secured.

Properties that cannot be converted to new uses or generate income

Some buildings and monuments have no beneficial use, either because they are by their nature unusable or because adapting them for a new use would damage or destroy their historical, architectural or archaeological significance.

Examples include earthwork sites, field monuments, ruins, garden buildings, statues and industrial buildings that still contain historically associated machinery.

In such cases we may be able to offer a grant without a formal assessment of financial need, subject to the availability of funds.

2.5 Our decision

After one of our specialist staff has visited your property and written a report, we will look again at your project in light of the recommendations in our report.

Your project will be assessed in comparison with other grant applications that we have received in your region in the preceding three to six months. Decisions on grant applications are considered regionally in batches. We aim to tell you our decision on your application within six months from the day that we receive it (although complex and large-scale projects may take longer).

If we decide to reject your application after a detailed assessment, we will write to explain why.

2.6 Successful applications

If we offer you a grant, you will have to sign a grant contract with us. You must not start work on your project until you have received a written offer of grant and you have formally accepted the offer and its conditions (see section 2.9 below). We will not pay a grant towards work that has been carried out before you have signed and returned a grant contract.

2.7 How we pay grants

You will normally receive your grant for project development and repair work as a single payment when the work is complete and you can confirm the final cost of the work. We recognise, however, that in some cases you will need interim payments to meet cash-flow requirements.

If you can demonstrate that there is a financial need for interim payments, we will propose an appropriate payment plan for our grant. We make interim payments in arrears, after work has been carried out and you can confirm that you have reached a pre-agreed point in your works programme.

2.8 Monitoring your project

We will send you information on how to monitor your project, so that you can keep us informed of its progress and how well it is meeting its aims. Before we can release any agreed interim payments of our grant, you will need to send us regular reports on what you have achieved. We may make site visits while the project is in progress to confirm the quality and scope of the work that has been carried out.

2.9 Standard grant conditions

For grants of less than £200,000, all English Heritage grant conditions apply for ten years from the date of the final grant payment. For grants of £200,000 or more, a fifteen-year period will apply.

Some of the more important conditions of grant are set out below. Please read them carefully before you make an application. If any of the grant conditions are contravened or not complied with, you will have to repay your grant. For a full list of grant conditions that apply to specific projects, please contact your English Heritage regional office.

Conditions covering how the work is carried out include:

Tender documents

If we offer you a grant, we will need to agree the tender documents (for example specification, bill of quantities, drawings etc) for the works. You must not start any work before you have received our written approval of the tender documents. We will not pay grants for any work carried out before we have approved these documents.

Competitive tender

You will need to get at least three competitive tenders from independent contractors for all the work covered by our grant. If you, your family or your business(es) are connected in any way to one of the tenderers, you must inform English Heritage when you send us your tender documents for approval.

Copyright and intellectual property rights

You will need to obtain a licence for any intellectual property produced and paid for as part of the grant. The licence should apply to materials to which our grant contributes including:

- the design and drawings for the repairs;
- the specification and any other tender documents;
- any research or investigation and the reports of the findings;
- any models or photographs.

This will ensure that if you change your professional adviser, any work already carried out can be passed on to a new adviser, avoiding duplication.

Other consents

If we offer you a grant, you will still need to get and comply with any consent, approval, permission or clearance that is required under planning, ancient monuments, historic buildings, building regulations or other relevant legislation. You must obtain all necessary permissions and consents before work starts or we may withdraw our offer of grant.

Your project must comply with relevant wildlife legislation. If you or your advisers need any information or advice about this aspect of your project, please contact English Nature at:

Enquiry Service
English Nature
Northminster House
Peterborough PE1 1UA

Telephone: 01733 455000
E-mail: enquiries@english-nature.org.uk
Website: www.english-nature.org.uk

European Community procurement regulations

If more than 50% of your project costs are publicly funded, European Community procurement regulations will apply. For larger projects, this might mean that you have to tender your professional advice in the way laid down in the regulations. On very large projects, it may also apply to the repair contract. If you think these regulations might apply in your case, please contact your English Heritage regional office for advice.

Conditions applying after work has been carried out include:

Public access

Most grants will be conditional on your agreeing to provide public access to your property. The level of access that we will require will depend on the circumstances of the case and the size of the grant.

You will need to inform English Heritage once a year of the opening arrangements for your property. These will be published by English Heritage on our website and in an appropriate historic property directory.

Maintenance

In some cases you will need to prepare a costed maintenance plan for your property as a condition of grant. You will then need to carry out regular routine maintenance in accordance with this plan and send us a brief annual report while the grant conditions are in force.

Disposal of property

Depending on the circumstances of the grant offer, you may be required to repay the grant if you dispose of the grant-aided property by way of sale, exchange or lease while the grant conditions are still in force.

Part 3: Further information on projects and costs

3.1 General principles

Our guiding principle is that the projects we support should help to slow down the process of decay without damaging the historical, architectural, design or archaeological significance of the building, monument or landscape concerned.

Our assessment of a grant for urgent repairs can take account of other repairs that could form part of a cost-effective single project. You must be able to show, however, that the urgent work is the main component of your application.

We normally expect any works that we fund to be carried out using traditional methods and materials appropriate to the history and condition of the building, monument or landscape. When replacement is necessary, it should be done on a like-for-like basis.

Because of the value we place on retaining historic fabric, we believe that a number of small repairs are often more appropriate than complete renewal. An example of this would be piecing-in of new elements in a historic window. In general, we offer grants towards 'conservative' repairs; that is, repairs that are as limited as possible in scope yet achieve their conservation objectives. The wholesale reinstatement of lost or destroyed elements of a building or designed landscape, for example, does not qualify for a grant.

All repair proposals should include some investigation and record-making, tailored to the needs of the particular project. This is because the above-ground fabric of a building, site or monument, together with associated below-ground deposits, often contains important but subtle and fragile information about the building and its history. Understanding and interpreting the structure is an essential first step in repair work. Creating an appropriate record of the work carried out is in turn an important final stage in most building programmes.

The following detailed guidelines on grant eligible projects and costs apply in most cases. We realise, however, that every historic building, monument and landscape is different. If special circumstances apply, your English Heritage regional office will consider an application on its merits. You will, however, need to make the case for your project.

3.2 Project development work

Project development work includes preparing studies and reports that allow you to:

- better understand the importance of your heritage asset;
- identify the best way in which you can protect your property's historic significance;

- plan your project more effectively;
- prepare effective management and maintenance programmes that take account of issues such as proposed future uses, access for maintenance, and special requirements.

If we award you a project development grant, you will normally need to complete this stage of your project before we can consider an application for your main project. Please note that, if we agree to fund a specialist report or study, this does not guarantee that we will fund your project in its final form.

Types of project development work that we can fund include:

Conservation-based research and analysis

Grants can be given for the preparation of conservation plans and statements, conservation management plans, feasibility studies, archaeological investigation and drawn surveys.

Before you carry out repairs or alterations, it is important to have a record of the structure or the area which will be worked on. This research should note any information about the history and development of the building and may involve looking at the physical structure and at documentary sources. In some cases, existing records may be enough. In other cases further research and analysis will be required. You may need to prepare a conservation plan or drawn survey before developing detailed proposals.

You may also need to carry out appropriate recording during the work and when it is finished. The final record should clearly show the nature and extent

of what has been done. It should provide a detailed record of any part of the fabric of the building newly revealed or destroyed during the course of the work.

If your work is likely to affect the historic fabric significantly, whether above or below ground, you should consult an archaeologist or a building analyst (a specialist in analysing the archaeology, history and architecture of built structures) early on in your planning.

You can find more guidance on conservation-based research and analysis in the English Heritage publication *Informed Conservation* (product code XH 20171), and on conservation plans in *Conservation Plans in Action* (product code XH 20127). You can get these from the English Heritage Customer Services Department – Telephone: 0870 333 1181 or e-mail: customers@english-heritage.org.uk.

We can advise you on all aspects of conservation-based research and analysis, particularly preparing a brief before asking for tenders from archaeological contractors, or in appointing an archaeologist or building analyst.

Structural investigation, access and opening-up work

Survey work to look at the structural condition to allow the scope of urgent repairs to be fully identified before the development of the full repair programme, provided that both the scope of the investigation work and cost are agreed in advance with us. This work can include putting up access scaffolding or other temporary access systems, and opening up and reinstating finishes, to allow the scope of urgent repairs to be fully identified.

Monitoring

Carefully planned structural or environmental monitoring programmes over a suitable timescale, with the aim of determining the scope of urgent repairs.

3.3 Standing structures

Temporary works

We will consider work to protect a structure or landscape feature from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing, putting up protective structures, or controlling damaging plant growth, if there is an unavoidable delay before full repairs are carried out. Delay could occur while the structure is being surveyed or a repair specification is being drawn up.

You should get our prior agreement if you want to apply for a grant for temporary works.

Roofs

Repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney stacks and pots, cupolas and balustrading.

Leadwork

Renewing roof leadwork if it is no longer serviceable or using lead welding in order to extend the life of lead which is of historic interest. You may need to redesign the substrate (the structure just below the lead) to keep to current good practice. However, you will need to consider carefully the visual and physical implications of this before you make any changes.

To avoid the risk of underside lead corrosion, you should carry out lead roofing between April and September and under a temporary roof. If your proposal does not allow for this, you will need to justify it carefully.

If you can prove that there has been a history of lead being stolen from a roof, we may consider a grant for security systems, such as lighting or alternatives that are visually acceptable.

Permanent access to carry out maintenance

If difficult access has prevented proper maintenance in the past, installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection may qualify for a grant.

Removing rainwater

The wide-ranging repair or replacement of rainwater disposal systems, both above and below ground. You should replace lead and cast iron like-for-like, although in certain cases where theft, vandalism, or maintenance access is exceptionally problematic, there may be a case for using appropriate substitute materials.

Digging trenches for drains and soakaways in archaeologically sensitive areas should be supervised (and possibly done) by archaeologists. You should always get advice. Supervision costs can be part of the work for which we offer a grant.

Installing proprietary electric heating tapes in gutters and rainwater heads where access is difficult and weather conditions are particularly severe, or where especially valuable building fabric or contents may be at risk from the

guttering and rainwater disposal systems failing. Providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is visibly shed away from the building.

Snow boards in gutters tend to decay and cause further problems, and these are not eligible for a grant.

Walls

Necessary repairs to external walls including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings.

Windows and doors

Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings.

Historic window glass

Repairing stained and painted glass windows and historically important plain glass. You will need to take a total approach that considers conserving glass, leadwork and fixings, and provides ventilation.

We will not normally give a grant for protecting the outside of the windows, but we may consider this if the importance of the glass and the proven risk of physical damage justify it. We may consider wire mesh guards, either stainless steel or black plastic-coated galvanised steel, set back close to the glazing line and not carried across stone tracery or details. We can consider isothermal glazing only in exceptional circumstances for important historic or medieval glass where you have carefully considered the visual effect and we agree that this is outweighed by the conservation benefits.

External features

Repairing or replacing, where necessary, existing external features such as urns, statues, balconies, canopies, barge-boards, shutters, clock faces, flagpoles, weather vanes and sundials, where these contribute to the special architectural or historic interest of the building.

We will not offer a grant for speculative restoration (see section 3.8).

Internal structure and features

Repairs to floors, ceilings, walls and partitions, doors, floorboarding, wall panelling and plain or decorative plasterwork, as long as these form part of the special architectural or historic interest of the building.

Damp

Measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building, including providing surface water drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging), and improved ventilation, if we think this is essential. Old buildings need to 'breathe', and keeping vapour-permeable traditional plaster is preferable to replastering in relatively impermeable cement-based plasters.

Providing a damp-proof course simply because the existing structure was built without one is not eligible for a grant. Experience has shown that providing damp-proof courses and membranes in historic structures has often transferred damp problems to other areas of the building.

Decoration

We will give a grant for decorating only if it is necessary to 'make good' after decorations have been disturbed as part of other work that we have offered a grant for.

General redecoration is not eligible for a grant.

Cleaning

We do not give grants for cleaning for purely cosmetic reasons. Cleaning is eligible for a grant only if there is so much dirt on a structure that it must be removed in order to assess the scope of necessary repairs or if chemicals in the surface build-up are damaging the fabric.

Cleaning brickwork or stonework for these reasons is rarely necessary. Unless appropriate methods are chosen and the work is carried out, with extreme care, by specialist conservation contractors under adequate supervision, it can cause long-term damage. It may also detract from, rather than add to, the appearance of a building. Cleaning should always be followed by any necessary conservation of those cleaned surfaces.

Pigeon deterrents

Non-electric physical barriers to prevent a build-up of damaging pigeon droppings, where these can be provided in a visually acceptable way and without using chemicals.

Machinery and services

Repairing machinery that is an integral part of a structure of special architectural or historic interest. This may include, for example, the moving parts of windmills, watermills, tidemills, stationary engines and stage machinery in theatres.

We can give a grant for work to functional services such as electricity, gas, heating and foul drainage only if they have been disturbed as a result of other work that we have funded and their reinstatement is necessary.

In exceptional circumstances, and where there is risk of fire damage, we may consider offering a grant for the renewal of an electrical installation system. You will need to provide electrical inspection test results and a report by an independent electrical consultant or engineer, not a contractor, which proves that the existing system poses a real threat to the fabric of the building.

Repairing or renewing machinery or services does not qualify for a grant just because their cases or fittings may qualify for grant as an internal or external feature, or as a fixture (see 'Fixtures' below). For example, repairs to radiators of special architectural or historic interest may qualify for a grant, while a new boiler does not.

Work to light fittings, switches and other fittings may qualify for a grant only where their design or provenance is itself of historic interest.

Fixtures

Repairing or conserving fixtures, provided that they are really 'fixed' or integrated with the building structure (rather than an easily removed piece of furniture) and that they contribute significantly to the special architectural or historic interest of the building or are of significant heritage merit in their own right. The fixture should be in urgent need of conservation, and you should note that urgent structural repairs will always be given priority over fixture conservation.

Examples of fixtures include wall paintings, architectural sculpture and monuments.

A clock face may qualify for grant, but clock machinery does not. An organ case may qualify for a grant but general organ repairs do not.

There are special procedures for grants relating to fixtures because of the specialised nature of the repair and conservation required. You should make a grant application before you have chosen a particular conservator.

Fire detection and lightning protection

Installing appropriate fire detection systems, and passive measures such as the compartmentalisation of roof spaces.

We will not give a grant for potentially damaging active systems, such as sprinklers, or the provision of a means of escape from a building in case of fire.

Installing or repairing lightning conductors, where a full risk assessment has been carried out and every effort has been made to reduce the visual impact of the installation.

Lightning conductor schemes to comply with BS 6651:1992 are unlikely to qualify for a grant.

3.4 Buried remains

Our grants for earthworks and field monuments are limited to work urgently necessary to protect them from damage. This includes major repairs to earthworks, and other large-scale work including clearance of scrub to prevent root damage and reseeded to ensure that buried archaeological remains are

protected from the elements. In some cases we can offer grants for security measures, including fencing, to prevent vandalism and other damage.

Research and analysis work including the preparation of conservation plans, management plans and drawn surveys may also qualify. Such work is discussed in more detail in section 3.2.

3.5 Designed landscapes

We particularly welcome schemes that cover the conservation of the whole of a designed landscape and its setting or estate, and those which aim to pull together a fragmented historic site. We will not consider grants for repair until you have put in place an appropriate management plan that balances ecological, economic and practical concerns against the historic importance of a site. This is why applications for this type of project are usually dealt with in two stages. In the first stage, we will approve an existing conservation management plan or offer you a grant for the preparation of such a plan. Once this plan has been prepared we can then consider an application for work to:

Key features

Repairs to listed or unlisted structures that form an integral part of your designed landscape and contribute significantly to its character, historic interest and use. Such structures can include grottoes, statues, follies, obelisks, pergolas, fountains, bridges, steps, walls, pavings, ha-has, railings and other similar features.

Ornamental structural planting

Specimen trees, avenues, park clumps, hedges and shrubberies or similar structural planting, together with clearance operations, stump grinding, ground preparation, weed control, effective fencing and tree surgery required for establishment and good growth.

Water features

Cascades, pools and other ornamental water features, although our ability to help with the cost of major water features such as lakes is limited.

3.6 Public realm work

The types of work that we may consider funding include:

- repairing and reinstating historic street furniture such as post boxes, bollards, drinking fountains, cattle troughs and lamp columns;
- re-laying historic surfaces, including limited reinstatement in areas where there has been inappropriate replacement;
- repairing and reinstating railings to squares, public parks and other formal open spaces;
- structural planting as part of a historic layout and integrated scheme to enhance the historic environment in a locality;
- providing appropriate lighting for important landmark buildings, monuments and structures, landmark features and public spaces.

3.7 Other project costs

We normally offer grants as a fixed financial contribution towards the overall costs of your project, including related costs such as professional fees and VAT, if it is not recoverable. There is no standard percentage. Where eligible and ineligible works are combined within a single project, a grant will be offered towards the cost of eligible work only. In such cases our contribution towards the related costs listed below will normally be calculated in proportion to the grant eligible works.

Professional fees

We will give a grant only if you employ a competent professional with relevant specialist conservation knowledge, ability or experience. He or she will analyse your property, plan and specify the work, and inspect and certify the work while it is in progress and after it is completed. For most projects this professional must be a conservation-accredited architect or a RICS¹ conservation-accredited building surveyor, although in some cases a chartered engineer, chartered landscape architect or other historic landscape specialist will be the appropriate lead professional. You may also be expected to employ an additional professional adviser such as a quantity surveyor. You can consult us before choosing an adviser(s).

We expect your professional adviser to provide a service appropriate to the nature and scale of your project. The service should include, where applicable:

- preparing a thorough survey of the structure or landscape and its condition, including survey drawings and plans;

- research, analysis and archaeological investigation of the fabric or landscape;
- preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric;
- giving you a list of competent contractors able to carry out the work to a high standard;
- getting competitive tenders and providing a tender report;
- arranging a contract for the works;
- regular inspections and valuations of the work on site until it is completed;
- full contact with us on the technical details of both the application and the work for which a grant has been awarded.

You should make sure that when you appoint your professional adviser, you include all the requirements set out above. Although we consider the competitive tendering of professional fees on price and quality to be best practice, we recognise that you may already have appointed your professional adviser before you apply for a grant. If this is the case, we will set an upper limit for fees when we work out the total costs that will be eligible for a grant.

We will use the fee scale in the RIBA's² *A Client's Guide to Engaging an Architect* or other similar recognised fee scales as a guide to the maximum allowances for fees for any work that qualifies for a grant. This fee allowance will form part of the total project costs that we consider for a grant. It will be a condition of the grant that you employ the team of professionals identified in the report we send with our grant offer.

In cases where we have agreed that more than one consultant is needed, we will calculate our grant on the basis of total fees of no more than 20% of the cost of any work that qualifies for a grant. The maximum percentage fee we use in working out grants will include all expenses such as travel and photocopying.

Value Added Tax (VAT)

VAT on work associated with historic buildings, monuments and other conservation repairs is not straightforward. Generally speaking, work to existing fabric is subject to VAT, while alterations to listed buildings which have received listed building consent are zero-rated. *The Customs and Excise VAT Notice 708; Buildings and Construction (1 March 1995)* is a useful guide.

In general, we will offer a grant on the expectation that all work is liable to VAT (unless you tell us in your application form that you are able to reclaim some or all of the VAT which you will be charged, or that the work will be zero-rated). Grant is only paid towards the VAT you are unable to recover. If you are subsequently able to recover the VAT towards which grant has been paid, you will be required to repay the relevant amount of grant.

Preliminary costs and insurance

The formal contract between you and the contractor will set out preliminary costs, such as scaffolding, hoardings, contractors' facilities and access for vehicles. Our grant may cover some of these costs, in proportion to the other grant-aided work that forms part of the contract.

²Royal Institute of British Architects

The contract will set out the responsibilities of the employer and the contractor for insurance. If you need to take out other insurance than that which forms part of the contract cost, we will include the cost of this other insurance when working out the project costs that qualify for a grant.

3.8 Details of work we do not fund

There are certain types of work that we do not give grants for. These include:

Alterations and improvements

This includes all new work and additions to your building, monument or landscape, for example new heating systems, insulation, a new garden feature or loft conversion work.

Maintenance and minor repairs

This is work that we would expect you to carry out on a regular basis to keep your building, monument or landscape from deteriorating.

For buildings such work can include internal and external decoration, and making sure that gutters and downpipes are kept free from blockages. For monuments below ground level such work can include minor scrub clearance and the reseeded of eroded patches. For designed landscapes such work can include measures that ensure that the parkland is grazed.

Demolitions

The removal of any part or element of a building, monument or landscape as well as the removal of complete structures, including trees, does not normally qualify for a grant. However, in very exceptional circumstances, we may give a grant for:

- the careful dismantling of a structure that threatens to damage surrounding historic fabric;
- careful dismantling prior to reinstatement;
- the removal of later work which alters or obscures the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement.

Reinstatement and reconstruction

Grants are offered towards 'conservative repairs'. In general we do not consider giving grants for the complete reinstatement of lost or destroyed elements of historic buildings to be appropriate.

However, where a building has largely kept the integrity of its design, the reinstatement of lost elements of the design may qualify for a grant. In each case the potential architectural gain will be balanced against any likely loss of historic integrity. We do not give grants for speculative reconstruction or the reinstatement of features that were deliberately removed as part of a later phase in the history of the building.

Similarly, we do not give grants for the restoration or reinstatement of decaying, lost or destroyed elements of a designed landscape, unless you can clearly show that such elements were a significant part of the historic landscape design.

Part 4: Getting in touch

4.1 Your comments

We are committed to monitoring the service we provide at all stages of the application process and after a grant has been made. If you would like to make comments and suggestions for improving our processes and publications, please fill in the feedback form in the folder at the back of this application pack.

If, after going through the application process, you have a complaint about the way we have handled your application, please write to your English Heritage Regional Director (addresses for each region are listed below).

4.2 English Heritage regional offices

East Midlands

Covering: Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland.

English Heritage

44 Derngate

Northampton

NN1 1UH

Telephone 01604 735400

Fax 01604 735401

E-mail:

eastmidlands@english-heritage.org.uk

East of England

Covering: Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk.

English Heritage

Brooklands

24 Brooklands Avenue

Cambridge

CB2 2BU

Telephone 01223 582700

Fax 01223 582701

E-mail:

eastofengland@english-heritage.org.uk

London

Covering: Greater London.

English Heritage

23 Savile Row

London

W1S 2ET

Telephone 020 7973 3000

Fax 020 7973 3001

E-mail:

london@english-heritage.org.uk

North East

Covering: Co. Durham, Northumberland, Tees Valley, Tyne & Wear.

English Heritage

Bessie Surtees House

41–44 Sandhill

Newcastle upon Tyne

NE1 3JF

Telephone 0191 269 1200

Fax 0191 261 1130

E-mail:

northeast@english-heritage.org.uk

North West

Covering: Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside.

English Heritage

**Suites 3.3 & 3.4 Canada House
3 Chepstow Street
Manchester
M1 5FW**

Telephone 0161 242 1400

Fax 0161 242 1401

E-mail:

northwest@english-heritage.org.uk

South East

Covering: Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex.

English Heritage

**Eastgate Court
195-205 High Street
Guildford
GU1 3EH**

Telephone 01483 252000

Fax 01483 252001

E-mail:

southeast@english-heritage.org.uk

South West

Covering: Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, Somerset, Wiltshire.

English Heritage

**29 Queen Square
Bristol
BS1 4ND**

Telephone 0117 975 0700

Fax 0117 975 0701

E-mail:

southwest@english-heritage.org.uk

West Midlands

Covering: Herefordshire, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire.

English Heritage

**112 Colmore Row
Birmingham
B3 3AG**

Telephone 0121 625 6820

Fax 0121 625 6821

E-mail:

westmidlands@english-heritage.org.uk

Yorkshire

Covering: East Riding of Yorkshire, North East Lincolnshire, North Lincolnshire, North Yorkshire, South Yorkshire, West Yorkshire.

English Heritage

**37 Tanner Row
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YO1 6WP**

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yorkshire@english-heritage.org.uk





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