



Historic England

# Repair Grants for Heritage at Risk



Guidance for Applicants

# Contents

<b>1</b>	<b>About this grant scheme .....</b>	<b>1</b>	<b>4</b>	<b>Receiving a grant offer .....</b>	<b>14</b>
1.1	Introduction .....	1	4.1	Successful applications.....	14
1.2	Our priorities .....	2	4.2	Types of offer.....	14
1.3	What projects are eligible for grant? .....	2	4.3	Historic England Report.....	14
1.4	Who can apply for a grant? .....	3	4.4	How we pay grants .....	14
1.5	The type of work we fund .....	4	4.5	Monitoring your project .....	15
1.6	The type of work we do not fund .....	5	4.6	Grant conditions .....	15
<b>2</b>	<b>Before you apply for a grant .....</b>	<b>6</b>	<b>5</b>	<b>A guide to grant eligible work and costs.....</b>	<b>17</b>
2.1	Identifying the need for a project.....	6	5.1	General principles .....	17
2.2	Planning your project.....	6	5.2	Project development work .....	18
<b>3</b>	<b>Applying for a grant.....</b>	<b>9</b>	5.3	Work to standing structures .....	20
3.1	Making an application.....	9	5.4	Work to sites with buried remains .....	23
3.2	Our assessment of the eligibility of your application .....	9	5.5	Work to parks and gardens .....	23
3.3	Our assessment of your project .....	10	5.6	Other project costs .....	24
3.4	How we assess financial need for a grant .....	10	5.7	Acquisition.....	26
3.5	How we prioritise our grants.....	12	5.8	Local authority programmes for scheduled monuments in private ownership .....	26
3.6	Our decision .....	13	5.9	Details of work we do not fund .....	26
			5.10	Further reading .....	28
			<b>6</b>	<b>Getting in touch .....</b>	<b>29</b>
			6.1	Your feedback.....	29
			6.2	Have we followed our own procedures?... ..	29
			6.3	Are you satisfied with the customer service that you have received? .....	29

# 1 About this grant scheme

Please read this document thoroughly before you start to prepare your application. You can download an application form from our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants)

## 1.1 Introduction

We give grants towards the repair and conservation of listed buildings, scheduled monuments and registered parks and gardens. This includes project development actions as a basis for repair or future management.

Our grants under this scheme are intended to reduce the risk faced by some of the most significant historic sites in England, as shown on our Heritage at Risk Register. We focus our grants on those sites which are most in need of repair and where, without our grant, a project would not be able to go ahead.

Our grants are primarily for urgent repairs or other work required to address risk by preventing loss of or damage to important architectural, archaeological or landscape features. The outcome of every project should be the protection of the significance of the site or to enable such protection to happen.

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 significance of the building, monument, park or garden
- based on a thorough understanding of the site, including investigation where necessary
- supported by proper project planning, with adequate risk management and cost control
- completed to an appropriate standard
- aimed at securing a viable future for the historic property
- cared for into the future with regular maintenance
- enjoyed by the public

We carry out the day-to-day administration of this grant scheme from our local offices. We can advise you on whether your project is eligible under this scheme and is a priority for grant. We can also answer any questions that you have when completing your application form.

We strongly recommend that you contact the relevant local office as early as possible to discuss your project before you make an application. You can find details of all our local offices and the areas which they cover on our website: [www.HistoricEngland.org.uk/about/contact-us/local-offices/](http://www.HistoricEngland.org.uk/about/contact-us/local-offices/)

We publish a statement which sets out the principles and standards under which all our grant schemes operate. This can be found on our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/)

### 1.2 Our priorities

We are not always able to offer a grant to every eligible project in need of grant. We have therefore identified priorities for grant. We review these periodically to make sure that we are responding to the changing needs of the historic environment. You can find information about our priorities on our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/our-priorities](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/our-priorities)

Central to our priorities is Heritage at Risk. You can find information on our website about the Heritage at Risk Programme: [www.HistoricEngland.org.uk/advice/heritage-at-risk/](http://www.HistoricEngland.org.uk/advice/heritage-at-risk/)

Before preparing your application, you should think carefully about whether your project meets our priorities for grant. Please contact your local office at an early stage.

Our Heritage at Risk Register shows the most significant elements of the historic environment at risk that we currently know

about. If you are considering making a grant application for project development or repair work at a site that does not appear on the Heritage at Risk Register, you should contact your local office to check whether it should be added to the Register, and so be a priority for grant.

### 1.3 What projects are eligible for grant?

We can only offer a grant if your project involves a certain type of historic property. To be eligible for a grant under this scheme, your project must involve one of the following:

- a building listed at grade I or II\*
- a building listed at grade II **and** within a conservation area or a London borough
- a scheduled monument
- a park or garden registered at grade I or II\*
- an unlisted building of significant historic or architectural interest **and** within a conservation area or a London borough
- a park or garden registered at grade II **and** within a conservation area or a London borough

The National Heritage List for England is the official record of all listed buildings, scheduled monuments and registered parks and gardens. You can access this via our website: [www.HistoricEngland.org.uk/listing/the-list/](http://www.HistoricEngland.org.uk/listing/the-list/) Your local authority's planning department will be able to advise you whether or not your property is in a conservation area.

If your project involves a listed building you must be able to provide evidence that the building is adequately insured.

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

- is for the type of work we can fund (see [Section 1.5](#)) and
- has financial need for a Historic England grant (see [Section 3.4](#))

Some types of project are normally ruled out of this scheme because they are catered for by other schemes.

If your project involves a building in use as a public place of worship, you will not normally be eligible for this scheme. **National Lottery Heritage Fund (NLHF)** welcomes applications from places of worship to all its grant programmes and provides guidance on how to apply. You can only apply to us for a grant if:

- your congregation has a moral objection to lottery funding and you can provide evidence that this is set out in your constitution or (for congregations who do not have a constitution) a minute of a PCC meeting or equivalent. Please contact your HE local office for full details of what this minute should contain. If the applicant has previously obtained, or applied for, funding from NLHF they will not be eligible for grant aid from Historic England. Or
- your building is one of the few types of place of worship not eligible for any NLHF grant programme. Or
- in exceptional circumstances, you are applying for emergency works to stabilise the condition of a place of worship, where there is a demonstrable intention to apply for funding from NLHF (or another grant-giving body) for a major scheme of repairs within the next two years. An applicant must be able to demonstrate that they have already had discussions with NLHF (or other grant-giving body) by means of a letter from the potential grant giver confirming discussions have taken place. (NB funding will only be considered for the essential works required to prevent further

deterioration of the building during this two-year period). Or

- your building is an Anglican or Roman Catholic Cathedral

If your project involves a war memorial, it is unlikely to be eligible for grant under this scheme. This is because we contribute to a specific grant scheme for war memorials. Please see our website for information:

[www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/war-memorials/](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/war-memorials/)

We operate a number of other grant schemes, for example to help improve the management of scheduled monuments or to support local authorities serving Urgent Works Notices or Repairs Notices. If your project is eligible for one of our other grant schemes, you should not apply for a grant under this one. To find out if your project is eligible for a grant under one of our other schemes, please visit our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/) You can also contact your local office.

We work closely with our partners to make sure that our grants are targeted where they are most needed. This means that we expect you to explore other sources of funding before applying to us for a grant.

### 1.4 Who can apply for a grant?

We aim to work in partnership with owners who are committed to looking after the historic environment.

Applicants must be the individuals or organisations who have legal responsibility for the repair of the property. If we offer a grant, we need to know that you have the authority to carry out the project and that you will be able to meet the grant conditions. These include conditions that will continue to apply for a period of time after your project is complete.

You will normally need to own the property outright or hold a full repairing lease which has at least 21 years to run. If you do not own the property at present but plan to take it on, we can consider an application from you if you can demonstrate that you have an agreement to acquire the property in question either outright or by a full repairing lease of at least 21 years.

We need to know if anyone else has a legal interest in the property. This might be a family member, parent company or partner organisation who co-owns the property. Where you are not the sole owner, you must tell us this on your application form and ask any other interested party to sign the Declaration at the end of the form.

You should also tell us about any charge, restriction on title or covenant on your property.

If you represent the person or body applying for grant, for example by acting as an agent, you should include your contact information on the application form. The form must be signed by the applicant even if you will be acting as the day-to-day contact.

### 1.5 The type of work we fund

Our grants are primarily for urgent repairs or other work required to address risk by preventing loss of or damage to important architectural, archaeological or landscape features. The outcome of every project should be the protection of the significance of the site or to enable such protection to happen.

We encourage applications for grant towards project development work so that any repair work can be based on a thorough understanding of the site and be properly planned. Project development work helps you manage your project effectively, including its risks and costs.

In many cases, it makes sense to take stock after project development, to consider the results of any investigation and to review scope, costs and timetable before embarking on repairs. We encourage this approach and many of our grants are structured around it.

We expect repair work to reduce the risk that the property faces in a direct way, by preventing loss of or damage to important architectural, archaeological or landscape features. Project development work is unlikely to reduce risk directly but it should enable the risk to be reduced, for example by leading to a better understanding of the repairs needed to the property or by informing its future use.

The type of work that we can fund is described in detail in Part 5 and includes:

#### Project development work

This might be a specialist report or an investigative survey to help better understand the site or to consider the options for its future use. It might also be the preparation of a conservation management plan for the long-term care of the site. In many cases, it will be the preparation of a specification and drawings for a repair project and the tender process to find a contractor. This is likely to include preparing a costed maintenance plan for your property unless you already have one. All project development work should be done with a view to repair and conservation of the historic property (see [Section 5.2](#)).

Project development work can also include temporary measures, such as putting up scaffolding to prevent a structure collapsing.

#### Work to standing structures

Work on buildings or monuments may include repairs, consolidation and specialised tasks such as the conservation of sculpture or glass (see [Section 5.3](#)).

In certain circumstances, we can consider offering grant towards other work essential for the stability or protection of a standing structure.

### Work to sites with buried remains

Work on sites with buried archaeological remains may include research or investigation to determine the significance and vulnerability of the site. It might also include major repairs to earthworks and work to protect sites from damage (see [Section 5.4](#)).

### Work to parks and gardens

Work to parks and gardens may cover the repair of key features and other work which will conserve the design and form of the historic landscape (see [Section 5.5](#)).

### Other project costs

These are associated project costs such as professional fees, VAT, preliminary costs and works insurance (see [Section 5.6](#)).

### Acquisition

In certain circumstances, we can fund the acquisition of a building, monument, park or garden, including the purchase price and associated on-costs. We will only consider funding acquisition if you can demonstrate that a change in ownership is essential for the long-term protection of the site, that buying it will lead to its repair and conservation and that other funding is not available (see [Section 5.7](#)).

Please note that the types of property and applicant where we can consider grant for acquisition are more limited than for repair projects. Because of this, you should always contact your local office for advice before starting work on your application.

### Local authority programmes for scheduled monuments in private ownership

If you are a local authority, we may be able to help you support a programme of small-scale repairs and improved management of scheduled monuments in private ownership within a defined area (see [Section 5.8](#)).

If you would like to develop such a programme, please contact your local office.

## 1.6 The type of work we do not fund

The type of work that we do not fund is described in detail in [Section 5.9](#) and includes:

- any work carried out, whether paid for or not, prior to our making a written grant offer and your accepting it
- any work resulting from an event which would normally be insurable
- alterations and improvements unless essential to protect historic fabric and/or where there is a structural need
- maintenance and minor repairs
- demolition or removal unless essential to protect historic fabric and/or where there is a structural need
- reinstatement and reconstruction unless essential to protect historic fabric and/or where there is a structural need
- any work not based on an adequate understanding of the site

# 2 Before you apply for a grant

## 2.1 Identifying the need for a project

Does your historic property have an urgent repair need? Are you concerned about the risks it faces now or will face in the future? There may be a number of options open to you and we are happy to discuss these with you.

Each of our local offices has a dedicated Heritage at Risk team, which works proactively with owners, managers and local authorities to safeguard heritage at risk. As part of our Heritage at Risk Programme, we may contact you to discuss the repair of your property.

### Heritage at Risk Programme

We launched the Heritage at Risk Programme in 2008, as a way of understanding the overall state of England's historic places. In particular, the programme identifies those sites that are most at risk of being lost as a result of neglect, decay or inappropriate development. Further information can be found on our website: [www.HistoricEngland.org.uk/advice/heritage-at-risk/](http://www.HistoricEngland.org.uk/advice/heritage-at-risk/)

Our Heritage at Risk Register shows the most significant elements of the historic environment at risk that we currently know about. You can find out if your property is included on the Register by contacting your local office or searching the Register online: [risk.HistoricEngland.org.uk/register.aspx](http://risk.HistoricEngland.org.uk/register.aspx)

## 2.2. Planning your project

We strongly recommend that you contact us as early as possible when planning your project. This should be before you make an application for a grant. We can answer any questions that you might have.

Before you apply to us for a grant, there are a number of things that we recommend you think about. We are happy to discuss these with you. Please note that we do not expect you to run up significant costs when making an application. Any work carried out, including professional fees and investigative work, before we have made a written grant offer and you have accepted it is not eligible for grant.

### Scoping your project

You will need to consider what work you need to do and what you want to achieve. You will also need to think about what is feasible as part of your project. It might be that a number of smaller projects are advisable.

### Costing your project

You will need a broad idea of the costs of the work you plan to do. You may be able to estimate this yourself. Alternatively, budget estimates from an architect or surveyor or an outline quotation from a contractor will be adequate for the purposes of making an application.



You do not need to have detailed costings at this stage.

You do not need to appoint a professional adviser before you apply to us for a grant.

### Funding your project

You will need to contribute towards the cost of your project. Where your property will have a market value or generate an income once the project is complete, we will take this into account in our assessment of your application. Where your property is not capable of use, you should think about how much you are able to contribute financially.

There are other organisations which may be able to offer a grant towards your project, such as the National Lottery Heritage Fund. We recommend that you explore other sources of funding before applying to us for a grant because sometimes other organisations will be better able than us to support your project.

You can find information on other sources of funding and where to search for them on our website: [www.HistoricEngland.org.uk/services-skills/grants/other-grants/](http://www.HistoricEngland.org.uk/services-skills/grants/other-grants/)

### Timetabling your project

We need to know when you plan to start your project and how long you expect it to take. You will need to think about any time constraints and risks to the completion of your project and tell us about these. This is important. If we make a grant offer, we set time limits for your project based on our discussions with you and you will need to request payments in line with the achievement of timetabled milestones on the project.

### Procurement

If you receive a grant from us, you will need to achieve value for money and, in most cases, follow the Public Contracts Regulations. This normally means appointing any professional

advisers and contractors in an open and competitive way. You will need to be able to demonstrate how you have gone about this. The requirements are reviewed and updated periodically so please see our website for further information: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/procurement-regulations](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/procurement-regulations)

You do not need to have appointed a professional adviser before making an application. If you do decide to appoint one before you apply, you should first check the guidance on our website. We will only consider their future costs as part of the project costs if you can show us that the process you followed to appoint them meets the requirements.

### Consents

In order to apply to us for a grant, you do not need to already have in place any consent, approval, permission or clearance required under planning, ancient monuments, historic buildings, building regulations or other relevant legislation. However, you will need to take into account the time needed to obtain any consents when planning your project.

We advise you to contact your local authority at an early stage to discuss what consents your project will need.

We welcome pre-application discussions with you about your project before you apply for any consent and regardless of whether or not you are eligible for a grant from us. Our Charter for Advisory Services outlines our advisory service for local planning authorities, owners of heritage properties, developers and others: [www.HistoricEngland.org.uk/services-skills/our-planning-services/charter/](http://www.HistoricEngland.org.uk/services-skills/our-planning-services/charter/)

### **Benefits and opportunities provided by the project**

You will need to think about the heritage benefits your project will bring, such as providing training and development for conservation skills at a professional or craft level. Your project may also have wider benefits for your community and the wider public, such as by providing social or educational activities or by providing employment opportunities or accommodation for rent. It is worth considering whether your project makes use of opportunities that might not arise again.

### **Future of the historic property**

It is important to think about the future of the site once the project has been completed. What plans do you have for it in the long term? How sustainable is it? How will future repairs be managed?

If you have plans to sell the property, please let us know because it is likely to affect our assessment if you apply to us for a grant.

### **Maintenance and public access**

If we offer a grant for repairs, we will expect you to carry out regular maintenance on the property once your project is complete. If you already have a maintenance plan for your property, you should send it to us as part of your application. If you do not have one, we can consider contributing to the cost of one.

If we give you a grant for repairs, we will normally expect you to provide public access to the property after the repair work is complete. You should think about how you can provide public access. We will discuss this with you during our assessment of your application.

# 3 Applying for a grant

## 3.1 Making an application

If you think that your project is eligible for a grant under this scheme, you should gather together the necessary information to support your application. We do not expect you to run up substantial costs in putting your application together. However, you must be able to answer all the relevant questions on the application form and send us all the information we ask for in the checklist at the end of the form. We are not able to assess incomplete applications.

You can apply for a grant under this scheme at any time during the year.

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 from then on. You should tell us if anything in your application changes after you have sent it to us. This includes the outcome of any grant applications to other organisations.

## 3.2 Our assessment of the eligibility of your application

The first thing we do is assess whether your application is eligible. We check whether it meets the following criteria:

- your application form must be fully completed, signed and dated, and you must have sent us all the supporting information we ask for
- your project must be for one of the types of properties described in [Section 1.3](#)
- you must normally own the property outright or hold a full repairing lease as described in [Section 1.4](#) or be able to demonstrate that you have an agreement to acquire the property outright or by a full repairing lease of at least 21 years
- your application must be for the type of work that we can fund described in [Section 1.5](#)
- your application must be for work that needs to be done to reduce the risk that the property faces or enable the risk to be reduced
- your application must be for work that has not been started or completed, whether paid for or not
- your application must show that there is financial need for a grant from us

In addition, if you are applying to us for a grant for repairs, you should be willing to provide public access, as appropriate, and carry out regular maintenance once the repairs are complete.

If you are applying for a grant for project development work, we will need to be satisfied that it is with intent to carry it through to repairs.

If we find that your project is not eligible for a grant under this scheme, we will let you know in writing within four weeks of receiving your application, explaining why.

### 3.3 Our assessment of your project

If your project is eligible for a grant, we will write to let you know. We will then assess your project as set out below.

#### Our assessment of the work needed

One of our architects, surveyors or other specialists will arrange to visit your property and assess the work that you want to carry out.

During the visit, we will want to meet you and your main professional adviser, if you have appointed one (see [Section 5.6](#)), to discuss the work you want to carry out. We will talk to you about the extent and urgency of the work needed, as well as the order and timing of the work and the methods and materials which should be used.

After this visit, we will prepare a report. This is called the Historic England Report. It includes a description of your property, its condition and its use. It sets out the work we will consider funding, including any project development work needed and the professional advisers who will need to work on 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 you before your proposals are finalised and written up as a specification. If you already have a specification for your project, you need to send it to us as part of your application.

#### Our assessment of your project

Alongside our assessment of the work proposed, we will also assess other aspects of your project and how you plan to deliver it. We will consider

when you plan to start your project, how long it will take to complete and any risks which might affect its completion. We will also consider the heritage outcomes of your project and any wider outcomes.

We will look at whether or not you have a costed maintenance plan for your property. This is so we can consider whether to include this item in any project development work that we may offer a grant for.

If your project involves repair or other main work, we will discuss with you how you can meet any public access requirements. We are interested to know about any public access you are currently providing, though this will not dictate any of the requirements attached to any grant offer.

### 3.4 How we assess financial need for a grant

We can only make a grant offer when there is evidence of financial need. This means that there is a shortfall in the funding needed for your project to go ahead, which only our grant can fill. We will expect you to contribute towards project costs from your own resources, according to the value or income of the property where appropriate, and from other sources of funding where available.

We aim to give enough grant to enable the project to go ahead but no more than the shortfall we identify. There is no standard rate. We assess the financial need of your project to find out the amount of grant needed. We do this in a number of ways, depending on the type of property and project.

#### Properties in use

Many listed buildings, as well as some scheduled monuments and registered parks and gardens, are in everyday use for residential, public, commercial or business purposes, and are capable of

generating enough income or capital value to cover the cost of repairs and maintenance. Where they cannot, then there may be a need for grant.

For projects involving properties which are capable of use, we normally assess financial need based on the market value of the property. Where we consider that it is crucial to the significance of the property for it to continue in its current use and ownership, we may assess it on a 'going concern' basis.

### Valuation

When assessing your need for grant on a valuation basis, we look at the market value that your property would have if it were in a reasonable state of repair and set that against the estimated cost of repairs. If there is a shortfall which cannot be filled by grants from other sources, we may offer a grant of up to that amount.

### Going concerns

We do not take a valuation approach if a property's significance would be threatened by its being sold or by its use changing. 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 park or garden that is best protected by being kept together under a single owner. We describe these as historic entities. In some cases the significance of a building or landscape depends on a highly specialised use.

We assess all such cases as 'going concerns'. We assess the full extent of major repairs, landscape restoration and maintenance likely to be needed over a set period, usually five or ten years, 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 for repair and maintenance, including any capital revenue that can be realised without damaging its historic integrity. If there is a shortfall between expected income over the set period and the estimated programme of repairs,

landscape restoration and maintenance, we may offer a grant towards the cost of one or more phases of repair unless grants from other sources can fill the gap.

Some historic entities will contain multiple heritage properties and we will discuss with you the priorities for our grant.

If your property's significance would be threatened by its being sold or by its use changing, you will need to submit details of your property's financial history for the last three complete years with your application. If you are a business, a registered charity or another type of formally constituted body, this will be copies of your organisation's audited accounts for the last three complete years. If you are a newly established body, you should submit projected financial forecasts for at least the next three complete years.

In many cases this information will provide enough detail for us to assess your project's financial need for a grant. The complexity of going concerns varies widely, however, and we may need to ask for further information to clarify your property's financial position. We treat all financial information in line with our Access to Information and Data Protection policy and use it only for assessing the need for a grant.

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

If your project involves the repair and conversion of a redundant, derelict or under-used property to bring it back to a former use or to serve new uses, we will assess financial need on a variation of the market valuation basis. We will take into account work other than repair if it is essential to bring the property back into use. We will consider a grant if the total project costs, including overheads or a reasonable allowance for developer's profit, are greater than the anticipated market value of the property.

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 impact on the building, monument, park or garden and would enable the cost of repair and conversion to be met without a grant or with a smaller 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 or other financial projections showing how the long-term future of the property will be secured.

### **Properties that cannot generate income or be converted to new uses**

Some properties 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, many ruins, statues and industrial buildings that still contain historically associated machinery.

In such cases we assess the shortfall between the project costs and a reasonable financial contribution from you along with any other sources of funding available to you from other grant-givers.

### **3.5 How we prioritise our grants**

Our grants are discretionary, which means that we do not have to offer a grant to every eligible project. Our resources are limited and so we are not always able to offer a grant to every eligible project in need of grant. We therefore expect to prioritise amongst eligible projects.

After we have visited your property and written a report and we have assessed your project and the financial need for grant, we will consider your project in comparison with other grant applications that we have received in your local area.

- We will consider the significance of your property and the extent to which your project will protect that significance.
- We will look at the quality and nature of the opportunity that your project presents. We aim to focus our grants on projects where there is a realistic opportunity to achieve progress now.
- We will consider the urgency of the work based on the condition of the property.
- Finally, we will consider impact that your project will have on the historic environment.

### 3.6 Our decision

We aim to tell you our decision on your application within six months of receiving it. However, complex and large projects may take longer.

If we decide to reject your application, we will write to explain why. Our decision is final. If the circumstances change, please get in touch with us again. If we have rejected your application, it does not prevent you from making a new application in future.

# 4 Receiving a grant offer

## 4.1 Successful applications

If we offer you a grant, you will need to sign a grant contract with us. You must not start work on your project until you have received a written grant offer and you have formally accepted it by signing in the space provided at the end of the standard conditions. We will not pay grant towards work that has been carried out before you have accepted the grant offer in this way.

We operate transparently and regularly publish details of grants we have given. We therefore reserve the right to publish information about your project and our grant. We will not publish your personal details.

## 4.2 Types of offer

We make different types of offer depending on the nature of the project and the work that is needed.

In some cases, the offer will be for project development work only.

In other cases, where the scope and urgency of the repairs needed is clear, we may make a single offer covering project development and repair work. This will normally be a two-stage arrangement with a firm offer for the project development and an in-principle offer for the repairs. We will only confirm the in-principle offer once you have successfully completed the project development work. Under this arrangement, we can reconsider the amount of the in-principle

offer depending on the findings of the project development work.

Sometimes, where adequate project development work has already taken place, we will make an offer for repair only.

If we offer a grant, it does not commit us to offering any further grant towards any subsequent work.

## 4.3 Historic England Report

All our grant offers include the Historic England Report which we prepared during our assessment of your application (see [Section 3.3](#)). You should read this carefully and make sure that you share it with your main professional adviser, once appointed. This will tell you what work we are willing to grant aid and how it should be done.

The Historic England Report also sets out whether any of the products of the project development work (eg plans, reports etc) need to be deposited in a public archive. If so, it will state where.

## 4.4 How we pay grants

We will set out a payment plan in our offer letter. Where necessary, this will provide for interim payments. It will tell you at what point in the project you can request payment(s). This will be based on your programme of works and cashflow



needs. Each payment will be dependent on your achieving agreed milestones in the project within the timeframe allowed.

Once we have made a grant offer, it is very important that you tell us if the timetable for your project changes. If you cannot claim payment in line with your payment plan, there is no guarantee we will be able to revise the payment plan. It is therefore in your interests to let us know as soon as you identify any change.

We will make all payments direct to your bank or building society account.

#### 4.5 Monitoring your project

You must keep us informed of your project's progress and whether it is meeting its aims. Before we can make any grant payment, you will need to tell us what work has been done. We may make site visits while the project is in progress to confirm the quality and scope of the work that is being carried out.

#### 4.6 Grant conditions

Most of the grant conditions which apply under this scheme are standard, though some of them vary in response to specific circumstances. You can find further information about our grant conditions on our website:

[www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants)

We draw your attention to some of the grant conditions below. Please read this carefully before you make an application. If you do not comply with all of the grant conditions, we can withhold payment and you may have to repay any grant that we have already paid.

#### Conditions covering how the work is carried out include:

##### Procurement

We must approve your procurement strategy before you choose your professional advisers and contractors. You will need to achieve value for money and, in most cases, comply with the Public Contracts Regulations. Detailed guidance on this is available on our website:

[www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/procurement-regulations](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/procurement-regulations)

If you, your family or your business(es) are connected in any way to one or more of the professional advisers or contractors tendering for the work, you must inform us when you send us your tender documents for approval.

##### 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. If we offer you a grant towards project development work, we will expect to see these documents in draft. You must not seek tenders for the repairs or start any repair work until you have received our written approval of the tender documents. We will not pay grant for any repairs carried out before we have approved these documents.

##### Copyright and intellectual property rights

The person who produces intellectual property, such as designs and drawings for repairs, owns the copyright in the material they have produced. This means that they have control over its use by others.

You will need to obtain an assignment or an extensive licence to permit you and us to use it and, if necessary, sub-license the intellectual property rights freely. This should cover any material produced with the help of the grant, including:

- any research or investigation and the reports of the findings
- the design and drawings for the repairs
- the specification and any other tender documents
- 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 and unnecessary costs.

### Other consents

If we offer you a grant, you will still need to get and comply with any consent, approval, permission or clearance 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 Natural England: [www.gov.uk/government/organisations/natural-england](http://www.gov.uk/government/organisations/natural-england)

### Conditions which apply after work has been carried out

For grants up to £200,000, grant conditions continue to apply for ten years from the date of the final grant payment. For grants of over £200,000, a fifteen-year period will apply. These conditions protect the public investment in your project and secure public benefits.

### Maintenance

Modest spending on regular maintenance can reduce the need for costly repairs, help protect your historic property 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.

You will need to carry out regular maintenance in accordance with your costed maintenance plan once your project is complete. While the grant conditions are in force, you will need to certify to us once a year that you are doing this.

### Public access

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, we will normally expect you to provide public access to the property after the repair work is complete.

The level of access that we will require will depend on the significance and nature of the historic property.

While the grant conditions are in force, you will need to inform us once a year of the opening arrangements for your property. We will publish these on our website and possibly elsewhere.

### Reinstatement

While the grant conditions are in force, we will expect you to reinstate any part of the repaired fabric that is damaged or lost. We therefore strongly advise you to insure your property against loss or damage.

### Disposal and change of use of property

Depending on the type of property and project, you may be required to repay the grant if you dispose of the grant-aided property, for example by way of sale, exchange or lease, while the grant conditions are in force. In some cases, you may be required to repay the grant if you change the use of the property.

# 5 A guide to grant eligible work and costs

## 5.1 General principles

Our guiding principle is that the projects we support should help to secure a long-term sustainable future for heritage properties without damaging their historical, architectural, design or archaeological significance in the process.

We support work to protect significance and keep structures stable and weathertight.

Our assessment of an application for 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, park or garden. When replacement is necessary, it should normally 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 new sections to a historic window. In general, we offer grants towards 'conservative' repairs, which

means repairs that are as limited as possible in scope yet achieve their conservation objectives. This is different from restoration: the wholesale reinstatement of lost or destroyed elements of a structure or historic park or garden.

Reinstatement, reconstruction, alterations, improvements, demolition and removal are not usually eligible for a grant. However, in certain circumstances, we can consider offering grant towards non-repair work essential for the stability or protection of a standing structure, such as the reinstatement of a roof covering. This will normally form part of a repair project.

All grant-aided projects should be based on an adequate understanding of the heritage property and be properly planned. Most repair projects need to include investigation and recording, which should be tailored to meet the needs of the project. This is because the above-ground fabric of a building or monument, together with associated below-ground deposits, often contains important but subtle and fragile information about the site and its history. It is essential to keep records during the works and to create an appropriate lasting record of the work as an important final stage in most repair projects.

*Conservation Principles* explains what we mean by significance and sets out the approach we

take to repair when advising on England's historic environment. This document is available on our website: [www.HistoricEngland.org.uk/advice/constructive-conservation/conservation-principles](http://www.HistoricEngland.org.uk/advice/constructive-conservation/conservation-principles)

The following detailed information on work and costs eligible for grant applies in most cases. We realise, however, that every historic building, monument, park or garden is different. We will discuss the repair needs of your property with you and the work which is eligible for grant during our assessment of your application.

## 5.2 Project development work

Project development work includes surveys, investigations and plan-making that enable you to:

- better understand the importance of your heritage property
- identify the best way in which you can protect your property's significance
- investigate and monitor the condition of your property
- prepare drawings and a specification as a basis for seeking tenders for repairs
- plan your project more effectively
- prepare effective management plans which explain your property's significance and how that can be sustained in any future management regime, use, repair project or alteration
- prepare an effective maintenance plan that takes account of issues such as access for maintenance and any special requirements

Where repairs are to follow straight away, the project development work can include the procurement process for seeking tenders and selecting a suitable contractor. Where repairs cannot follow immediately, the project development work can include temporary protection (see [Section 5.3](#)).

If we offer you a grant for project development work, you will need to complete this part of your project before we can confirm any in-principle offer towards repairs or consider an application for repair or other main work.

Please note that, if we offer a grant for project development work only, this does not commit us to offering any grant towards any subsequent work.

The types of project development work that we can fund are set out below. The project design for the work and the approach to procurement must be agreed in advance with us.

### Surveys and recording

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 may include measured surveys, rectified photography, photogrammetry, laser scanning, orthophotography or archaeological investigation.

It is also important 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 include a detailed record of any part of the fabric of the building, monument, park or garden that was newly revealed or destroyed during the course of the work.

### Conservation-based research and analysis

This research gathers information about the history and development of the site in order to understand its evolution and significance.

In some cases, studying existing documents and records may be enough. In other cases further research and investigations will be required such as archaeological building analysis, dendrochronology, radiocarbon dating, thermoluminescence dating or mortar, wallpaper and paint stratigraphy.

You should use the information gathered to inform your project and your long-term conservation planning.

If your project is likely to affect the historic fabric of your property significantly, whether above or below ground, we can consider grant for you to consult an archaeologist or a building analyst (a specialist in assessing the archaeology, history and architecture of built structures) at an early stage.

### Condition surveys and structural investigation

This work considers the structure and condition of the historic property to allow the scope of urgent repairs to be fully identified before the development of a repair project. It can include putting up access scaffolding or other temporary access systems, opening up, diagnostic investigations and monitoring to allow the scope of urgent repairs to be fully determined. It can also allow for the cost of reinstating finishes after any intrusive investigation.

### Monitoring

This covers planned structural or environmental monitoring programmes over a suitable timescale, with the aim of determining the scope of urgent and necessary repairs. This work should be undertaken by a specialist experienced in assessing historic properties of the relevant type.

### Maintenance plans and future planning

Maintenance is most effective when carried out regularly, on a planned cycle. A costed maintenance plan can help you with this. Information can be found in the Maintenance Plans document available on our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants)

Depending on the scale and complexity of your property you may need to prepare a conservation statement, conservation plan or conservation management plan. These provide a framework for managing heritage properties and making decisions about repairs, development and changing or extending uses.

Options appraisals and feasibility studies can help inform future uses of the historic property.

An options appraisal considers the scope for a range of alternatives uses, looking at the advantages and disadvantages of each and making a reasoned case for choosing one of the options. Once a preferred option has been identified, a feasibility study can help to determine whether a project is achievable in practical terms and viable economically.

### Preparing for repairs

This is work which leads directly to repairs, such as preparing a specification and drawings, producing tender documents and carrying out the procurement process, from advertising the contract to evaluating the tenders etc.

### 5.3 Work to standing structures

#### Temporary protection

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 will be an unavoidable delay before full repairs are carried out. Delay could occur while the structure is being surveyed or while a specification for repairs is being prepared. Any temporary work we support should not be open-ended. There will need to be a clear commitment to carry through with substantive repair at the earliest opportunity.

We will not grant aid temporary works retrospectively.

#### Roofs

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

Exceptionally, we may consider grant towards reinstating roofs where this is essential to protect historic fabric and/or where there is a structural need.

#### Leadwork

This includes renewing roof leadwork if it is no longer serviceable or using repair techniques to extend the life of lead which is of historic interest. You may need to redesign the substrate (the structure just below the lead) and the lead detailing 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.

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 and alarms, as part of a repair project. If we are persuaded that security measures are unlikely to prevent further theft, and the present roof covering needs to be replaced, we may consider grant for an alternative suitable material in place of lead.

#### Permanent access to carry out maintenance

If difficult access has prevented proper maintenance in the past or may prevent it in future, we can consider grant for installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection.

#### Removing rainwater

This includes the wide-ranging repair or replacement of rainwater disposal systems, both above and below ground. You should replace lead and cast iron elements 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 to repair or install drains and soakaways in archaeologically sensitive areas should be supervised (and possibly done) by archaeologists. You should always get advice. Archaeological supervision costs can be part of the work for which we offer a grant.

We can consider grant for 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.

We can also contribute to the cost of providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is shed away from the building. Similarly, we can consider grant for increasing gutter or outlet sizes, where appropriate.

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

### **Walls**

This includes necessary repairs to external walls including work to their structure, surfaces, decorative elements on the wall surface and wall-coverings, renders and plasters or claddings.

We can consider grant towards the reinstatement of renders and plasters where this is essential to protect historic fabric and/or where there is structural need.

### **Windows, including historic window glass, and doors**

This includes repairing or replacing windows and doors, including their frames, glazing, ironmongery and other fittings.

This also includes repairing stained and painted glass windows and historically important plain glass. Historic glass should be retained. Where it forms part of the significance of the window, we can support the replacement of a shattered pane with new hand-made glass.

You will need to take a holistic approach to conservation, considering not only the glass, but the frame, fixtures and fittings and any leading. The effect of the window on the internal environment of the building must also be taken into account. This means, for example, an opening window that provides a means of ventilation should not be sealed shut.

We will not normally give a grant for protecting the outside of the windows. We may consider this if the importance of the glass and the proven risk of physical damage justify it. In these circumstances, we can support mesh guards, made of black coated stainless steel, set back close to the glazing line. For important historic or medieval glass we may support protective glazing in exceptional circumstances, where the visual impact is outweighed by the conservation benefits. Both metal grilles and protective glazing should be restricted to the glazing spaces and should not be carried across mullions, tracery or other details of the window.

We will support the conservative repair, rather than replacement, of timber and metal frames, including making splice repairs, renewing decayed sills, replacing sash cords and overhauling window shutters.

Although we do not grant aid draught proofing, a well-fitting repaired window will deliver significant energy conservation benefits.

### **External features**

We can consider grant for the necessary repair or replacement of existing external features such as urns, statues, balconies, canopies, barge-boards, shutters, clock faces, flagpoles, weather vanes and sundials, where these contribute to the significance of the site.

We will not offer a grant for the speculative reconstruction of such features (see [Section 5.9](#)).

### **Internal structures, features and fixtures**

This includes repairs to floors, ceilings, walls and partitions, doors, floorboards, wall panelling and plain or decorative plasterwork, as long as these form part of the significance of the site.

We can consider grant to repair or conserve fixtures, provided that they are really 'fixed' or integrated with the building structure (rather than

an easily removed piece of furniture, for example) and form part of the significance of the site. Examples include wall paintings, architectural sculpture and monuments. The fixture should be in urgent need of conservation. Urgent structural repairs will normally be given priority over conservation of fixtures.

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.

### Damp

We will only grant aid works to deal with moisture problems if we are satisfied that the source of the problems has been correctly identified and will be resolved by the proposed works.

We can consider grant for measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building. Works might include improving rainwater goods, controlling surface water drainage, repairing faulty rainwater drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging) and improved ventilation, if we consider this to be essential. Old buildings need to 'breathe' and keeping vapour-permeable traditional plaster, renders and mortars is preferable to the use of relatively impermeable cement-based materials.

The provision of a damp-proof course simply because the existing structure was built without one is not eligible for grant. We do not support the use of injected chemical damp proof courses, which can damage historic fabric and are not proven to be effective. Research 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' decorative finishes which have been disturbed as part of other work

that we have offered a grant for. We may be able to help with the cost of conserving historically important decorative schemes as part of a wider repair project.

General redecoration is not eligible for grant.

### Cleaning

We do not give grants for cleaning historic surfaces for purely cosmetic reasons. Cleaning is eligible for 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, if the nature of the dirt is such that it is damaging the fabric or if there is justification for cleaning as part of a holistic programme of masonry repair. Exceptionally, we may consider grant towards cleaning where it is essential for the integrity of the design.

Cleaning brickwork or stonework 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 the appearance of a building rather than improving it. Cleaning should always be followed by any necessary conservation of the cleaned surfaces.

### Pigeon and other pest deterrents

Where roosting birds are a significant problem, we will consider supporting the costs of non-electric physical barriers to prevent a build-up of damaging droppings, as long as these can be provided in a visually acceptable way and without using chemicals.

### Machinery and services

We can consider grant towards repairing machinery that is an integral part of the significance of a site. This may include, for example, the moving parts of windmills, watermills, tidemills, stationary engines and stage machinery in theatres.



We can consider grant for work to functional services such as electricity, gas, heating and foul drainage if they have been disturbed as a result of other work that we have grant-aided and their reinstatement is necessary. Work to light fittings, switches and other fittings may be eligible for grant but only where their design or provenance is itself of historic interest.

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.

Extending an electrical installation system is not eligible for grant.

Repairing or renewing machinery or services is not eligible for a grant simply because their cases or fittings may qualify for grant as an internal or external feature or as a fixture. For example, repairs to radiators of special architectural or historic interest may qualify for a grant, while a new boiler does not.

#### Fire detection and lightning protection

This includes installing appropriate fire detection systems and passive measures such as the compartmentalisation of roof spaces.

We will not usually offer a grant for active systems, such as sprinklers, unless we are satisfied that the reduction in the risk of fire damage to the fabric or contents outweighs the harm of the installation and the potential harm from activation or from leaks.

We can consider grant towards 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. The installation should be the minimum necessary.

We will not offer grant for the provision of a means of escape from a building in case of fire.

### 5.4 Work to sites with buried remains

Our grants for earthworks and field monuments are for 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 5.2](#).

### 5.5 Work to parks and gardens

We can consider projects which:

- cover the conservation of the whole of a park or garden and its setting or estate
- aim to pull together a fragmented historic site
- address features at risk and their settings

We will not normally consider grant for repair until you have put in place an appropriate conservation management plan which balances ecological, economic and practical concerns along with the significance of a site. Applications for this type of project are therefore usually dealt with in two parts. We will first approve an existing

conservation management plan or consider offering you a grant for the preparation of such a plan. Once this plan has been put in place, we can then consider an application for work to:

### Structures

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

### Ornamental structural planting

This can cover, for example, 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

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

## 5.6 Other project costs

We normally offer grants as a financial contribution towards the overall eligible cost of your project, including related costs such as professional fees and VAT, if it is not recoverable. There is no standard rate of grant. The amount is set according to our assessment of the project's financial need (see [Section 3.4](#)).

Where eligible and ineligible works are combined within a single project, 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 and 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, the main professional adviser must either be an architect, a chartered building surveyor or a chartered architectural technologist, who has conservation accreditation from a recognised body. We currently accept:

- Architects listed on the AABC Register at category 'A' or the RIBA Conservation Register at Specialist Conservation Architect level
- Chartered building surveyors listed on the RICS Building Conservation Accreditation Register
- Chartered Architectural Technologists listed in the CIAT Directory of Accredited Conservationists at Accredited Conservationist level

We periodically review the schemes that we accept for this purpose and update the list as necessary. Please see our website for the most up-to-date information: [www.HistoricEngland.org.uk/services-skills/training-skills/heritageskills-cpd/conservationcreditation/](http://www.HistoricEngland.org.uk/services-skills/training-skills/heritageskills-cpd/conservationcreditation/)

In some cases a different type of main professional adviser will be appropriate such as a chartered engineer, chartered landscape architect or other historic landscape specialist. We will make clear in the Historic England Report what type of main professional adviser would be appropriate. If you would like to discuss this, please contact your local office.

We expect your main professional adviser to provide a level of service appropriate to the

nature and scale of your project. The service should include, where applicable:

- preparing a thorough survey of the structure, site or landscape and its condition, including survey drawings and plans
- research, analysis, investigation and monitoring of the fabric, site or landscape
- preparing a procurement strategy for any other specialist professional adviser(s) needed to deliver the project and for the repair or other main work
- preparing a detailed specification and drawings for the eligible repairs and/or recording of the fabric
- making provision for health and safety on site
- preparing and making applications for statutory consents
- managing the procurement process, leading to the provision of a list of competent contractors able to carry out the work to a high standard
- obtaining competitive tenders and preparing a tender report
- arranging and administering a contract for the works
- regular inspections and valuations of the work on site until it is completed

We also expect your main professional adviser to have contact with us on the technical details of the work for which a grant has been offered. You will therefore need to make your

main professional adviser aware of the grant conditions, though complying with them is your responsibility.

You should make sure that when you appoint your main professional adviser, you include all the relevant requirements set out above and any others in a written contract. In most cases we require competitive tendering of professional fees, following advertising where appropriate. Where you have already appointed your professional adviser before you apply for a grant, or before you receive a grant offer, you will need to demonstrate that the process you used meets the necessary requirements. We will discuss this with you during our assessment of your application.

It will be a condition of the grant that you employ the team of professional advisers identified in the Historic England Report.

### Value Added Tax (VAT)

VAT on work associated with historic buildings, monuments and other conservation repairs is not straightforward. In general, we will expect you to identify in your application form which costs are subject to VAT and what rate is payable.

Some businesses and other bodies can recover VAT. 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.

VAT might be payable at a lower rate in certain circumstances or may even be zero-rated. You can find out about VAT at [www.gov.uk/business-tax/vat](http://www.gov.uk/business-tax/vat)

There are also schemes through which grant may be claimed towards VAT. If such a scheme applies to your project, we expect you to use it.

### 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. These costs are eligible and we will grant aid them in proportion to the grant-eligible work that forms part of the contract.

The contract will set out the responsibilities of the employer and the contractor for insurance. Works insurance will normally be included as part of the contract cost. If you need to take out additional insurance, we may include the cost of this when working out the project costs that are eligible for a grant.

### Contingencies and provisional sums

We do not grant aid contingencies. We can consider provisional sums, which are sums set aside to cover costs that are predictable but not certain to be incurred.

We will only consider a provisional sum as part of the project costs eligible for grant if it is allocated to a specific area of risk and we agree that it is necessary. The amount and the specific area of risk which we are willing to treat as eligible will be set out in the Historic England Report.

## 5.7 Acquisition

In certain circumstances, we can fund the acquisition of a building, monument, park or garden, including the purchase price and associated on-costs. We will only consider funding acquisition if you can demonstrate that a change in ownership is essential for the long-term protection of the site, that buying it will lead to its repair and conservation and that other funding is not available.

Please note that the types of property and applicant where we can consider grant for acquisition are more limited than for repair

projects. Because of this, you should always contact your local office for advice before starting work on your application.

We will not offer grant to support an inflated market value.

We will expect you to have a strategy in place for the repair and conservation of the property after you have acquired it. We will ask to see this before making any grant offer.

## 5.8 Local authority programmes for scheduled monuments in private ownership

If you are a local authority, we may be able to help you support a programme of small-scale repairs and improved management of scheduled monuments in private ownership within a defined area. If you would like to develop such a programme, please contact your local office.

## 5.9 Details of work we do not fund

There are certain types of work that we do not fund. These include:

### Any work carried out, whether paid for or not, prior to our making a written grant offer and your accepting it

We will not pay grant towards any work which has been started or completed before you formally accept a grant offer from us.

### Any work resulting from an event which would normally be insurable

Grant is not a substitute for adequate insurance. If your project results from an event which would normally be insurable, we will not grant aid it. Where an application follows theft of fabric materials (eg lead), we may consider grant towards replacing that element if it is a relatively

small part of the project and you can demonstrate that the material was at the end of its life at the time of the theft.

### Alterations and improvements

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

In certain circumstances, we may consider grant for alterations to ensure adequate performance of building details, for example to reliably remove rainwater. We may also consider grant for improvements where there is the need to protect the significance of historic fabric, for example for fire protection or to enable better access for maintenance.

In cases where alteration or conversion is necessary to bring a redundant or underused property back into use, we will take the cost of the ineligible work into account in our assessment of financial need, though we will not grant aid that work directly.

### Maintenance and minor repairs

This is work that we would expect you to carry out on a regular basis to keep your building, monument, park or garden from deteriorating. It is not eligible for grant.

For buildings, such work can include internal and external decoration and keeping gutters, downpipes and drains free from blockages. For monuments below ground level, such work can include minor scrub clearance and the reseeding of eroded patches. For parks and gardens, such work can include measures that ensure that the parkland is grazed or mown.

### Demolition or removal

The removal of any part or element of a building, monument, park or garden and the removal of complete structures, including trees, is not normally eligible for a grant.

Such work may be eligible for grant if it is essential to protect historic fabric and/or where there is a structural need. We will consider the significance of the element to be demolished to test the impact of removing it against the benefits of doing so. 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 structure, park or garden and where careful dismantling is carried out as part of an agreed scheme of reinstatement

### Reinstatement and reconstruction

In general, we do not consider giving grants for the complete reinstatement of lost or destroyed elements of historic properties to be appropriate. This is because we offer grants towards 'conservative' repairs, which means repairs that are as limited as possible in scope yet achieve their conservation objectives.

We can consider grant for reinstatement where it is essential to protect historic fabric and/or where there is a structural need.

Where a building has largely kept the integrity of its design, the reinstatement of lost elements of the design may be eligible 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.

We do not give grants for the reinstatement or reconstruction of decaying, lost or destroyed elements of a park or garden, unless you can clearly show that such elements were a significant part of the historic landscape design.

Our approach to reinstatement and reconstruction is set out in *Conservation Principles*. This document is available on our website:

[www.HistoricEngland.org.uk/advice/constructive-conservation/conservation-principles](http://www.HistoricEngland.org.uk/advice/constructive-conservation/conservation-principles)

### **Any work not based on an adequate understanding of the site**

We will not grant aid any work not based on an adequate understanding of the site. This is because it is important to understand the site and its repair needs in order to plan and manage your project effectively, including its risks and costs.

## **5.10 Further reading**

You can search our publications on our website:

[www.HistoricEngland.org.uk/images-books/publications/](http://www.HistoricEngland.org.uk/images-books/publications/). Here you will find a range of guidance documents on specific subjects.

# 6 Getting in touch

## 6.1 Your feedback

We are committed to monitoring the service that we provide at all stages of the process. If you would like to make any comments about this scheme, please get in touch with your local office.

We may contact you for your feedback to help us improve our service, processes and publications. If you do not wish to participate, please make this clear when we contact you for this purpose.

## 6.2 Have we followed our own procedures?

If after going through the application process you consider that we have not followed the procedures referred to in this document, please contact your local office who will explain how you can raise the matter with us.

## 6.3 Are you satisfied with the customer service that you have received?

If you have a complaint about the service we have provided, please write to the Planning Director at your local office. If you are particularly pleased with the service you have received, please do let us know that too.



# Historic England

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[HistoricEngland.org.uk](http://HistoricEngland.org.uk)

If you would like this document in a different format, please contact our customer services department on:

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Textphone: 0800 015 0174

Email: [customers@HistoricEngland.org.uk](mailto:customers@HistoricEngland.org.uk)

## Cover images

Image one: Newman Brothers' Coffin Furniture Works, Birmingham

Image two: Grand Hotel, Colmore Row, Birmingham

Image three: Bolam Coyne, Newcastle-upon-Tyne

Image four: Kensal Green Cemetery, London

Image five: Briton's Arms, Norwich

Image six: Whitesyke and Bentyfield lead mines, Cumbria

Image seven: Crowland Abbey, Lincolnshire

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