



BRADFORD CITY CENTRE TOWNSCAPE HERITAGE SCHEME

Advice Note 2

Townscape Heritage Scheme Grant Conditions

If your application for a Townscape Heritage Scheme grant is accepted, you will enter into a contract with the City of Bradford Metropolitan District Council. The main conditions in the Grant Contract are set out below.

Preconditions

Previous grants

If you have made a successful bid to the National Lottery Heritage Fund for any other grant or loan towards this project, you will not be eligible for a Townscape Heritage Scheme grant. You will not be eligible for grant funding if you have received other grant funding from any other source in excess of £200,000 over the last three years.

Interest in the property

To apply for a grant you must own or lease the property and in the case of a lease it must have at least ten years still to run. If you do not have such an interest, you must get the owner or leaseholder to make the application with you, jointly. A lease containing a break clause will not be acceptable.

Prior to starting works

Applications for a Townscape Heritage Scheme grant cannot be made retrospectively. You will not receive grant aid if you start eligible works before your application is approved or before you have signed your grant contract.

Use of grant

The grant may only be used to carry out the eligible works to the specified property. The grant is not transferable to another property or person.

Spending on fees associated with planning permission, building regulations, and conservation area/listed building consent are all eligible for grant, if these fees clearly relate to the building work the grant is being used for.

Scope and quality of works

- The works must not detract from the value or integrity of the property as a heritage asset.
- The works must be carried out in accordance with the current 'best practice' in the conservation of historic buildings and the quality must be appropriate to a project of importance to the national heritage.
- The works must be carried out in accordance with the approved drawings and documents.
- Planning permission and any other legally required consents must have been obtained for undertaking the works.
- Works not eligible for grant aid may be carried out at the same time as the eligible works, but only if full details have been submitted with your application.

Contracts and financial records

A contract should be made with your building contractor.

Financial records must be retained and made available to the Townscape Heritage Scheme Project Officer when requested.

Recommendations and inspections, publicity and access

Due consideration should be given to recommendations made by the Townscape Heritage Scheme Project Officer.

The Townscape Heritage Scheme Project Officer will require access to the property, upon reasonable notice, to monitor the progress and standard of the project works and to keep a photographic record of the project.

You must publicly acknowledge your Townscape Heritage Scheme grant by displaying a prominent sign on the property during the project, featuring the logos of:

- a) City of Bradford Metropolitan District Council
- b) the National Lottery, and
- c) the National Lottery Heritage Fund.

Members of the public must be able to view the property, upon reasonable notice, as agreed between you and the Townscape Heritage Scheme Project Officer.

Calculation of grant rate

If your grant application is approved, you will receive a 60% grant offer for works in relation to external repair/structural works to your building and 60% for restoration of architectural details.

Your grant offer will take into account both of these to form a single, overall percentage rate.

Vacant Use grants are offered on the basis of a conservation deficit calculation.

Approval and payment of grants

Grant applications are presented for approval by the Bradford City Centre Townscape Heritage Scheme Grants Board.

Grants above £100,000 are also referred to the National Lottery Heritage Fund for approval.

Grants are discretionary and subject to funds being available. The Bradford City Centre Townscape Heritage Scheme Grants Board may wish to vary the scope or nature of the works after submission of the application to better reflect the goals of the scheme.

The Bradford City Centre Townscape Heritage Scheme Grants Board reserves the right to suspend or stop payment of the grant if the required funding is withdrawn from the Townscape Heritage Scheme, or if works are not undertaken as per award of the grant.

Repayment of the grant may be required in certain circumstances, such as bankruptcy. These circumstances are identified in the Grant Contract.

If your property is sold within 10 years of the grant agreement, the applicant may have to repay all or part of the grant. This is known as 'clawback'. (See *Advice Note 4 - 'Financial Guidance'*).

The grant will not be increased if there is an overspend. If works cost less than your grant award, the amount of grant funding will be reduced.

Security and encumbrance

Payment of grants in excess of £20,000 will normally be conditional upon you granting City of Bradford Metropolitan District Council either a legal mortgage (charge) over the property or a debenture over your assets.

You must supply information of any outstanding monies, such as mortgages, leases, easements or restrictions, or anything that affects or limits the title to the property.

Insurance

The property must be insured - both during and after the works - for its full value and against all reasonable risks.

During the project, the contractor must insure any materials and goods used.

Depending on the form of contract used, a joint insurance between contractor and applicant is likely to be required for the duration of the works.

The proceeds of any insurance claim must be used to reinstate the property or the replacement of any goods or materials, unless the City of Bradford Metropolitan District Council agree otherwise, in which case, they must first be used to repay the grant.

Professional advice

For all projects, you must appoint appropriately qualified consultants with conservation experience to prepare drawings and a specification of works.

Any consultants you intend to appoint should complete a Consultant Reference Form, which you will find in the application pack. These references are required to show that all of your consultants have experience of conservation projects, and can demonstrate appropriate professional competency.

Information required in support of your application

You must supply the following information, documents and drawings, where applicable, in support of your grant application.

Full details of the proposed works

If you are applying for funding under more than one category (*see Advice Note 3 – ‘Guide to Eligible Works’*), these categories need to be identified separately and you must provide, for each of these:

- a full specification of works, which must include details of materials and a method statement
- drawings - annotated plans, elevations and cross sections at an appropriate scale
- photographs of elevations and architectural details
- a work programme including timescales
- expenditure profile / cost plan

The drawings and specification should be produced in accordance with *Advice Note 5 - ‘Conservation Manual/Drawing Requirements’*.

Development Appraisal

If applying for a ‘Vacant Floor Space Grant’ you must submit a ‘Development Appraisal’, together with independent valuations of the current value of the property and estimated value of the property upon completion of the works.

Details of quotations and tender submissions

For grants of up to £10,000, three written quotations are required. For grants with a value of £10,000 or above, three tenders are required for eligible works, based on clear specification of works. To assist with the calculation of grant rates, your consultants should ensure that the priced specification/schedule of works/bill of quantities states whether works fall under the category of building repairs, reinstatement of architectural details or vacant floor space. You must supply a copy of the summary sheet for all tenders received, and a fully costed specification/schedule of works/bill of quantities for the successful tender.

All quotations / tenders must be accompanied by a completed Contractor Reference Form, which you will find in the application pack. These references are required to show that all of your building contractors (including subcontractors) have experience of conservation projects. You should only invite tenders from contractors who have a reputation for achieving the standards required and who can demonstrate their experience of working on conservation projects.

If you want to accept a tender other than the lowest tender, you must provide a written justification when submitting your application. If the Bradford City Centre Townscape Heritage Scheme Grants Board does not agree with your reasons, any grant awarded will be reduced by a percentage which reflects the difference between the lowest acceptable tender and the tender you choose to accept.

Private companies, sole traders and charities

If you are a private company, sole trader or charity, you must supply:

- a copy of your most recently audited accounts; and
- a copy of your Articles of Association or Memorandum of Agreement.

Proof of identity

If your application is successful, you will be required to provide photographic ID, (e.g. passport or driving licence) and two forms of proof of address (e.g. utility bills).

Acceptance of the grant

You must accept the grant within three months of it being offered, or it may be withdrawn.

Commencing work

If you do not start work within six months of the grant being offered, the grant offer may be withdrawn.

Completion of the project

You must complete the works within the time period agreed in advance with the Bradford City Centre Townscape Heritage Scheme Grants Board, unless they agree in writing to extend this period.

Maintenance

Following completion of the works, you must maintain the property in a manner consistent with its character and appearance.

You may be required to agree to a maintenance programme, setting out the standard of on-going periodic repairs and maintenance to ensure future conservation of your property.

For further advice on making your application and for an application pack, please contact:

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The wording in this publication can be made available in other formats such as large print. Please call 01274 434844.