



Stirling City
HERITAGE TRUST



**TRADITIONAL
BUILDINGS**

**HEALTH CHECK
RETROFIT PROJECT**

2023 - 2025

RETROFIT GRANT GUIDANCE NOTES

Funded by



**Funded by
UK Government**



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TABLE OF CONTENTS

TBHC Retrofit Grant **3**

Grant Application Process **5**

Grant Registration and Assessment **6**

Grant Conditions **7**

Grant Conditions - Payment **8**

Frequently Asked Questions **9**

SCHT Privacy Policy **10**



TBHC Retrofit Grant

The TBHC Retrofit Grant is a grant fund managed by Stirling City Heritage Trust (SCHT) which offers funding for eligible retrofit works to traditional properties. The fund is supported by the UK Shared Prosperity Fund, Stirling Council and Historic Environment Scotland.



Eligible for grants

What buildings are eligible?

- Buildings located within the TBHC operational area. Buildings can be listed or unlisted, and inside or outside a Conservation Area.
- The applicant and their building must be a current member of the Traditional Buildings Health Check (TBHC), with a minimum of three months left of their TBHC membership at the time of grant payment.
- The proposed works must have been identified in the TBHC Retrofit Inspection Report.
- Buildings must be of traditional design and construction, in addition to being in a good state of repair

What works are eligible?

- Retrofit solutions identified in the TBHC Inspection Report. See page 4 for a list of eligible retrofit works.
- High quality retrofit works installed by competent persons.
- Scaffolding (where part of larger grant eligible works.)
- VAT (if applicable), only if it cannot be reclaimed.



Not eligible for grants

Who cannot apply?

- Places of Worship (other church buildings e.g. manses or halls may be eligible).
- Buildings owned by the Local Authority.
- Lapsed members of TBHC (but can apply if membership is renewed).
- Buildings where the work proposed for the application has already started.

What works are not eligible?

- Professional fees such as an architect or surveyor.
- Properties which have not resolved or are not in the process of resolving priority 1 repair requirements to the building fabric.
- Works to boundary walls, external steps, railings and outbuildings.
- Please see page 4 for a list of retrofit works which are ineligible for the TBHC retrofit grant.
- Window replacements and double glazing.
- Alterations to internal doors.
- Routine maintenance tasks are not covered by the TBHC Retrofit grant.

What level of funding is available?

The grant rate is 70% of eligible works up to a maximum of £7500 per building. The minimum project cost is £2,850.

There is a finite amount of funding available and funds will be allocated on assessment of batched applications.



Eligible Retrofit Works



Eligible for grant

Installation of secondary glazing systems.

Draughtproofing of doors, skirting and windows.

Suspended floor insulation, so long as vapour permeable and not loose fill insulation type.

Window shutter insulation and/or like for like repair.

External Door insulation and/or like for like repair.

Loft space insulation, excluding rafter level insulations (no loose fill insulation types or foam permitted).

Loft hatch insulation and draughtproofing.

Like for like replacement of wall or solum vents.

Works which fulfill all other eligibility criteria and align with the findings of your TBHC Retrofit report.

Works must be performed by suitably competent professionals with experience in the repair/alteration of traditional Scottish buildings.



Not eligible for grant

Installation of external or internal wall insulation.

Window replacement works, including but not limited to, installing modern double or triple glazed windows.

Solid floor insulation, unless as part of a larger, separate works project.

Insulation of loft spaces at rafter level.

The installation of retrofit measures not requiring professional installation, including all works that can reasonably be considered as DIY solutions.

Works to internal doors.

Works involving the installation of electrical or mechanical devices/ services.

The use of any insulation materials which are not vapour permeable.

The installation of loose fill insulation material types and spray foams.

Works which do not align with the findings of your TBHC Retrofit report.

Works requiring specialist installation which are not performed by suitably competent professionals with experience in the repair/alteration of traditional Scottish buildings.



Grant Application Process Guide

01



Stage One

Following a TBHC inspection and resolution of priority 1 repairs, have a retrofit inspection performed by a TBHC retrofit inspector and receive a retrofit inspection report containing recommended retrofit works.

02

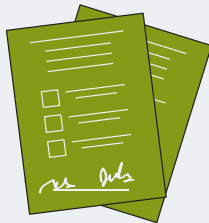


Stage Two

Check with Stirling Council Planning Department if the following are needed for your planned works:

- Listed Building Consents
- Planning Permission (for Conservation Areas)

03

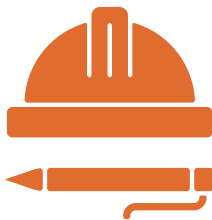


Stage Three

Complete and submit a Grant Registration form along with your Schedule of Works (if required following consultation with SCHAT), and Declaration for Multiple Ownership if applicable. Your Grant Registration is assessed by Stirling City Heritage Trust staff. If successful a Grant Application form will be issued.

We aim to provide you with a decision on your Grant Registration within 6 weeks.

04



Stage Four

Contact qualified contractors for itemised quotes if applicable. You should research suitable retrofit products before seeking quotes from suitable contractors.

05



Stage Five

Complete the Grant Application form and submit it along with your quotes to callum@scht.org.uk. Your application is assessed by Trustees. A formal Offer of Grant will be issued if approved.

We aim to provide you with a decision on your Grant Application within 6 weeks.

06



Stage Six

Only when you receive your final approval can your works begin. Retrospective and emergency works are not funded by SCHAT.



Grant Registration and Assessment

What do I need to provide?

Grant Registration Stage:

- A Schedule of Works or tender prepared by either the owner, architect/surveyor. A Schedule of Works will not be necessary for all projects. To determine if a Schedule of Works is needed, SCHAT should be contacted to discuss the nature of the proposed work.

Grant Application Stage:

- For certain works such as repairs or overhauls, a minimum of 3 comparable quotes from contractors competent in working with traditional materials are required. For such works, Applications without 3 detailed and comparable quotes from suitably qualified and experienced contractors will be rejected. Quotes must clearly show any VAT applicable.
- For complex work, drawings may be needed and the Trust may require a suitable professional adviser such as an architect or surveyor to be engaged by you to produce these drawings.
- If the building is Listed or in a Conservation Area, statutory permissions may be required. Consents must accompany applications. Grant will not be paid on works undertaken without the necessary permissions. You must contact the Stirling Council Planning Department to ask if permissions are required: Email - planning@stirling.gov.uk.

Statutory Consents can take some weeks to be processed and may require details such as scale drawings and photographs.

How is the grant application assessed?

- Grant Reports prepared by SCHAT staff are passed to the SCHAT Board of Trustees for consideration. Their decision is final.
- Where the nature of the retrofit works necessitates 3 comparable quotes, grant offers are based on the lowest of the 3 comparable quotes. However, you can appoint any of the 3 contractors whose quotes are part of your application if they are suitably competent.
- The grant budgets are finite. The grant may be closed or the budget spent at points and TBHC members will be advised should this occur.

Timescales

Grant Registration: You will receive a response within 5 working days.

Grant Application Form: upon return we aim to send an acknowledgment within 5 working days. We aim to make a decision on your application within 6 weeks.

Payment:

- Grant payments require Trustee approval and may take up to 21 working days following receipt of paperwork.
- Grants will only be paid if works are fully completed to our satisfaction. Interim payments may be considered in exceptional circumstances.



Grant Conditions

What are the grant obligations?

We expect the highest standard of conservation practice on all of our projects. Workmanship which falls below this standard will not be eligible for funding. Grant funding requires a legally binding contract between the owner(s) and SCHAT. In some circumstances a grant may be offered to a lessee with repairing responsibilities. Certain conditions apply including in relation to ongoing building maintenance and clawback.

Clawback

Clawback applies in the event that the grant aided property is sold. A proportion of the grant must be repaid by the applicant to the Trust. The amount repayable depends on the timescale from the date of the offer of grant.

Grants amount up to £5,000

From the date of Practical Completion	Percentage of original grant to be recovered.
0-1 year	100%
1-2 years	70%
2-3 years	40%
Over 3 years	0%

Grant term: 3 years

Grant amount £5,000 - £7,500

From the date of Practical Completion	Percentage of original grant to be recovered.
0-1 year	100%
1-2 years	80%
2-3 years	60%
3-4 years	40%
4-5 years	20%
over 5 years	0%

Grant term: 5 years

Wildlife

It is important to ensure that wildlife e.g. bats and nesting birds are protected when undertaking works. It is an offence under the Wildlife and Countryside Act 1981 (as amended) to recklessly disturb nesting birds. Bats are protected under the Conservation (Natural Habitats &c) Regulations 1994 (as amended) which makes it an offence to disturb bats and their roosts. [Nature Scot](#) can be contacted for advice in complying with this.

During the works

During and at the end of the project, SCHAT will inspect the works. There must be safe access which complies with Work at Height Regulations. Contractors must be made aware of the need to comply with this. Scaffold should not be removed until after the Trust's final inspection.

If the position of scaffold, skips or the work to be done will directly affect neighbouring properties you should advise them accordingly and seek any necessary permissions for access. Local Authority permits may also be needed.

Ongoing Maintenance

Owners are also obliged to keep the property in good repair and condition, to conduct an annual inspection of the state of repair of the property and prepare a Maintenance Plan. This is a condition of your grant.



Grant Conditions - Payment

Payment of Grant

Members must have continuous membership of the TBHC Scheme from date of Grant Application until completion and payment of the works. Members must have a minimum of 3 months of membership remaining at point of grant payment.

The grant will be paid once works are fully completed following an inspection by SCHAT to ensure the works meet the terms of the grant. In exceptional circumstances we may fund an interim payment. Scaffolding (if part of the works) must remain in place until this inspection has been carried out. For works to windows, all painting must be completed (primer and x2 top coats) before the grant payment can be released.

SCHAT reserve the right to withdraw all or part of the funding if the grant conditions are not met. This includes:

- Substandard workmanship
- Failure to meet HES Advisory Standards of Repair
- Use of inappropriate materials
- Lack of Statutory Consents
- Unsafe/poor access
- Failure to renew TBHC membership

Payment can be made directly to the contractor if a Contractor Payment Form is completed by grant recipient and contractor.

Grant recipients will be asked to fill in a short survey.

For payment to be released, receipted invoices must be provided, as well as certificates of completion (if applicable) and applicable payment forms.

Grants provided as part of the TBHC Retrofit grants programme will be subject to data collection & monitoring. This will involve the performance of humidity and temperature measurements from within the property following retrofit works to determine their impact on building energy efficiency and occupant comfort levels. Thermographic imagery may also be produced as part of this process.

Timescale for payment processing

Grant payments require Trustee approval and may take up to 21 days following receipt of paperwork.



Frequently Asked Questions

What do I need from the contractor?

Works involving the installation of individual proprietary products only require a singular quote, however the grant applicant must provide justification for their chosen product, outlining why it is suitable for their property. Works including, but not limited to, repairs or overhauls, which may be performed by contractors, require a minimum of 3 comparable quotes from contractors who are skilled and experienced in the relevant works. The Trust may ask for evidence of contractor competence. The use of inappropriate methods or materials, or workmanship which the Trust regards as unsatisfactory or does not meet the HES Advisory Standards of Repair will not be funded.

You should use the agreed Schedule of Work, if applicable, to obtain quotes. The quotes must have sufficient detail to allow us to assess the proposed work, determine if it is eligible and assess the cost of each element.

See our What To Do Next document for examples of good and bad quotes, as well as advice on how to find a contractor.

You may need more than one type of contractor. Single trade contractors may not have the appropriate level of skill to undertake all elements of the work.

Obtaining quotes will take time, especially if contractors are busy, but it is needed to demonstrate best value for money in the use of public funds.

NOTE: that although the Trust is offering grant funding, the works contract is between the owner and the contractor. Building owners can appoint their preferred contractor from the 3 quotes submitted to the Trust, however the grant will be calculated on the lowest quote.

Do I need a professional adviser?

For larger or complex projects it is beneficial to engage a professional adviser such as an architect or surveyor. For some projects this will be a requirement of the Trust. The professional can act on your behalf if you don't have the time or confidence to organise the works including preparing the schedule tender, obtaining contractor quotes and monitoring the on-site work.

What else do I need to know?

All grants are offered at the discretion of SCHAT's Board of Trustees and in accordance with Historic Environment Scotland's contractual conditions of grant.

Need further information?

If you wish to discuss a project to find out if it is potentially eligible for a grant please contact:

Callum McRae, Heritage Trainee
T: 01786 498462 E: Callum@scht.org.uk

If you are not a TBHC member yet you can join online at:

traditionalbuildingshealthcheck.org

or get more info by contacting:

E: info@traditionalbuildingshealthcheck.org
T: 01786 498463



SCHT Privacy Policy

At Stirling City Heritage Trust we are committed to protecting and respecting your privacy.

This Privacy Policy sets out how Stirling City Heritage Trust uses and protects any personal information you provide to us. When you provide any information to us by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy.

This Policy is effective from March 2023. Our Privacy Policy will be reviewed regularly and may be updated.

Traditional Buildings Health Check Members

We collect information about you in order to manage your membership and you will receive communications from us about activities, events and promotions. We use a third-party provider, JotForm, to manage Membership applications via our website. For more information, please see JotForms privacy notice.

As part of the TBHC Membership you agree and accept that we shall use the personal information you give us when you register:

- to send you communications concerning your members, including renewal letters, receipts, invoices and inspection reports.
- to provide you with regular updates on TBHC activities, including events, news, offers and advice.
- to alert you to changes to our services;
- to contact you via surveys to conduct research about your opinions of current services or of potential new services that may be offered;

You are able to opt-out of marketing communications at any time by emailing info@traditionalbuildingshealthcheck.org

We use a third-party provider, Square, to process online membership payments. The information that you provide on the online payment system will be used solely for this purpose. For more information, please see Square privacy notice.

Grant Enquiries

We collect your personal information from you when you make grant enquiries or applications. Any personal information that is provided in the application, is used for the purpose of assessing the grant application and the ongoing administration and management and reporting of projects. This may include sharing data with our funder, Historic Environment Scotland.

Please refer to your grant contract for further information.

Data reporting Including Images and security

We use the data gathered to generate aggregated, anonymised data and images for the purposes of research, reporting, insight and analysis, enabling us to improve the products and services we offer and report to our funders. Stirling City Heritage Trust is supported by Historic Environment Scotland and Stirling Council and we may share anonymised aggregated personal information with them and other funders.

We have taken steps to ensure that your data/images are treated securely and in accordance with this Privacy Notice. We will not share any of the information you provide for any purpose with any third parties for marketing purposes.

How long do we keep your information?

We will not retain any of the information you provide for any purpose for any longer than is necessary to fulfil our services and regulatory duties.

Accessing your information

Your personal data is protected by the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). These provide you with rights on how your data is processed.

You have the right to request a copy of the information that we hold about you. You are entitled to view, amend, or delete the personal information that we hold. Email your request to manager@scht.org.uk or post to Cameron House, Forthside Way, Stirling, FK8 1QZ.

The accuracy of the information we process is important to us and you can request that we make corrections to the information we hold about you at any time either by email or post using the contact details above.

Further information

Please contact us if you have any questions or concerns about our privacy notice or any information that we hold about you:

- By email at manager@scht.org.uk
- Or write to us at Stirling City Heritage Trust, Ground Floor, Cameron House, Forthside Way, Stirling FK8 1QZ

If you are still unhappy with the way that we have dealt with your personal data then you can contact the Information Commissioner. Details are available at www.ico.org.uk/concerns.

