

# The “12 Steps Guide”

## How to apply for a GCHT Building Repair Grant



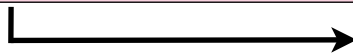
Glasgow City Heritage Trust

### Action by Applicant

**(1) Check to see if your property and proposed works are eligible.** Consult the [Grant Scoresheet](#) and the list of [Eligible Works](#) on our website. Schemes must earn **at least 9 points** to be considered. If you are unsure of your building's conservation area or listing status, please [click here](#) to consult Glasgow City Council's database.



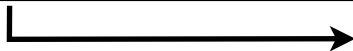
**(2) Complete and submit the Enquiry Form** (available from 1 April 2011 on our website or sent out by post)



**(5) Obtain competitive quotations.** Large or complex projects may first require a qualified architect, surveyor or structural engineer to prepare tender documents. Professional advisers can complete the application, manage the project on site, certify work for payment and sign off the project at the end. Note that professional fees are grant-eligible if your application is approved.



**(6) Submit the Application Form, along with (at least) three quotes for each element of work and any other documentation.** Valid applications are put forward to our monthly Grants Committees for consideration. Applications should be submitted at least a week before the committee.



**(9) Sign and return Grant Contract within timeframe given** (usually thirty days). Note that large grants (over £25,000) may require additional legal agreements.



**(10) Inform GCHT of proposed start date** and note that work has to be completed within given timeframe. GCHT will undertake interim inspections on large projects.



**(11) Notify GCHT when work is completed** to arrange a Final Inspection.



### Action by GCHT

**(3) GCHT will contact you to arrange an initial inspection** (approximately six weeks after receiving the Enquiry Form)



**(4) Our Grants Officer will write to you within fourteen days of the inspection** with technical recommendations and an Application Form (and also contact details for architects, contractors etc if desired)



**(7) Our Grants Committee will assess your Application**



**(8) If successful, a Grant Offer and Contract will be sent to you** within ten days. Please note that work must not start on site until the signed contract has been received by the Trust. Grant is never paid retrospectively.



**(12) Grant is released upon submission of paid invoices or certificated valuations** (according to all conditions of the Grant Contract). Interim payments can be made on larger projects.