



# Grants Guidance Notes

# Contents

Introduction	3
Grants Process	4
Our Grants	5
Eligibility	7
Grant Priorities	9
Indicators of Success	12
Assessing your Application	14
Evaluation and Monitoring	16
Definitions	17



# Introduction

**Glasgow City Heritage Trust serves all people visiting, living and working in Glasgow and its outstanding historic built environment.**

Our Historic Environment Grants are available to property owners, commercial businesses and community groups in Glasgow who want to look after or celebrate Glasgow's unique historic environment. The programme will support projects which contribute to the delivery of its Grant Priorities.

These Guidance Notes contain the requirements for project eligibility along with relevant practical information about the grant process with the Trust.

## **What do we fund?**

We fund projects which are clearly focused on Glasgow's built heritage - our historic buildings and places.

Heritage can mean different things to different people. It can be anything from the past that you value and want to pass on to future generations. Our grants programme focuses on the cultural heritage of places, and is a combination of physical things (tangible) and those aspects we cannot see - stories, traditions and concepts (intangible).

## **What could this include?**

- Historic buildings, places and environments
- People's memories and experiences
- Cultural traditions (for example stories, festivals, skills)
- Histories of people and communities or places and events

Funded projects have included building repairs, exhibitions, traditional skills training, events, publications, research projects, and community workshops.

Our open programme means you can apply for capital funding for building repairs and activity costs under one programme, rather than making multiple applications. Take for example the redevelopment of a historic building. The majority of costs would be historic fabric repairs, but alongside this we could contribute to the cost of traditional skills events to learn about the construction and repair of traditional buildings, interpretation of the building and its context for other groups, such as local schools, open days, walking tours and other engagement activities. Alternatively, there can be purely activity-based projects focusing on engagement or training.

# Grants Process



## Project Enquiry

You submit an enquiry to our website. We will respond within 21 days and may ask for more information, before inviting you to make a full application if your project is eligible.



## Application

You complete the full application form and submit it to us with all necessary supporting information.



## Project Assessment

We assess your application and score it based on how well it meets our criteria.



## Decision

Our Grants Committee consider all the submitted applications and make the final decisions.



## Grant Offer

If your application is approved, we issue you with a Grant Offer and Contract. Once this is signed and returned to us you can start your project.



## Project Support

You carry out your project and keep in touch with us about progress and any programme changes.



## Evaluation and Payment

When your project is complete, you will submit an Evaluation Report and receipts or a valuation. Grant payments are issued based on receipts and can be made in stages if needed.

# Our Grants



## How much funding is available?

Grant awards are divided into three categories:

- Micro Grants (up to £5,000).
- Standard Grants (up to £24,999).
- Large Grants (over £25,000).

Each grant application will be assessed by the Trust on an individual basis. The level of intervention rate will vary depending on the cost of the grant eligible works. However, Large Grants (over £25,000) will likely be funded at a maximum of 40% of the grant eligible costs of a project.

We require you to source additional financial support, which could include in-kind contributions or volunteer time, and include them in the total project costs.

## Who can apply?

Anyone can apply, though as it is unlikely that a single householder will be able to deliver the social, environmental and economic outcomes that we require from grant funded building repair projects. Investment is instead focused on larger comprehensive repair schemes involving a whole tenement or at least four owners in a building.

**The only exceptions are local authorities, public bodies and active places of worship which are not eligible for our Grants.**

Our grants are only available for projects that are being carried out within Glasgow City Council's boundaries.

We can only fund repairs to buildings which are **Category A-Listed, Category B-Listed, Category C-Listed or in a Conservation Area** – if you aren't sure you can check a building's status here.

Building repair projects must involve a Conservation Accredited professional adviser (usually either an architect or surveyor) 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. You can find lists of conservation accredited professionals on both the Royal Incorporation of Architects in Scotland (RIAS) and the Royal Institution of Chartered Surveyors (RICS) websites.

## How and when can I apply?

Please read these guidance notes and then fill out the enquiry form on our [website](#). We accept enquiries on a rolling basis.

If we don't think your project is eligible for funding, we will tell you and provide you with possible reasons why.

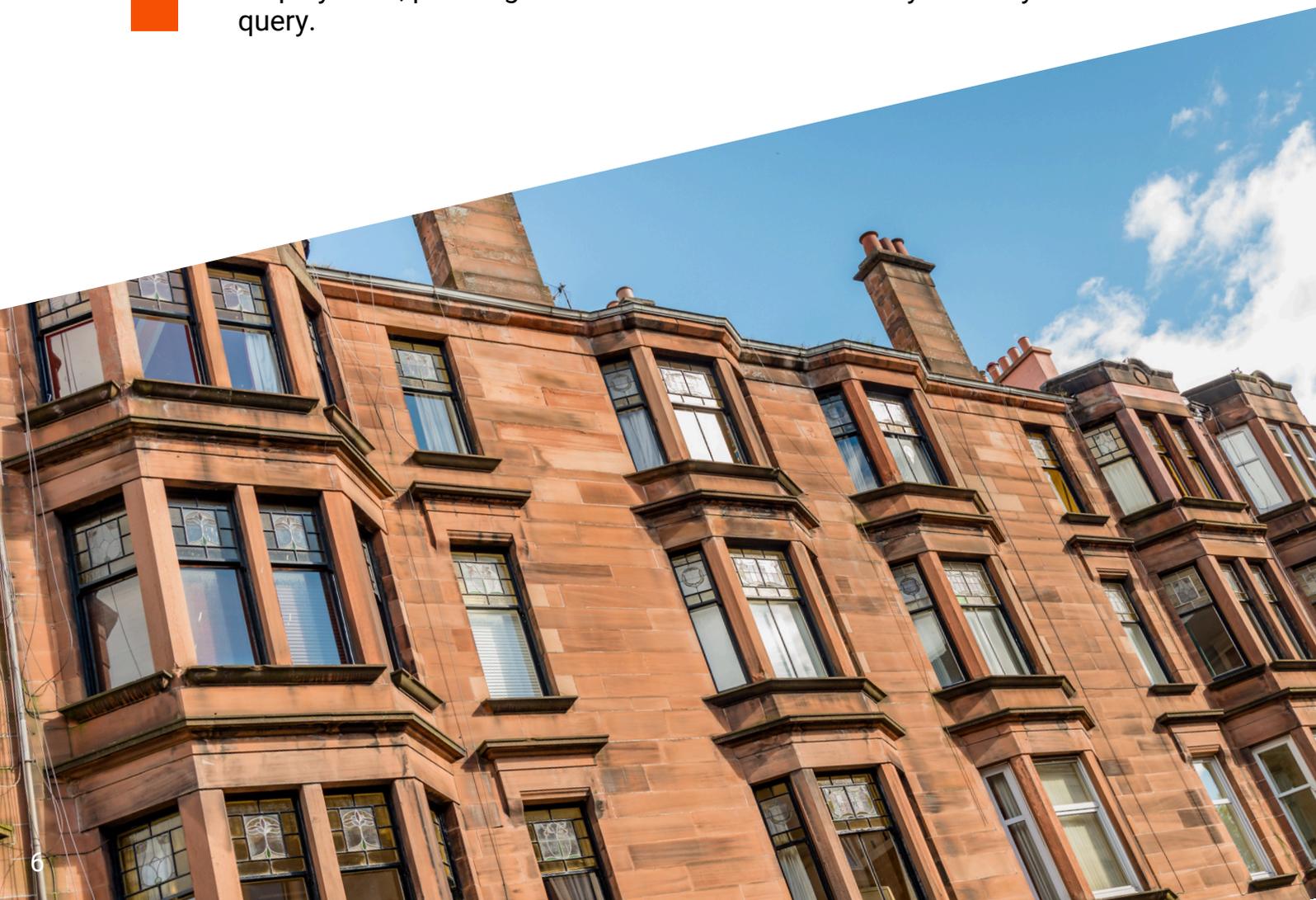
If your project looks like it is eligible, your enquiry will be passed on to the most appropriate member of our team. They will aim to respond to you within 21 days to discuss your project and to further ascertain if it fits our grants criteria. If so, they will then provide you with a full application form to be completed and submitted to us online.

Completed grant applications will be considered by the Grants Committee, if they are received before the deadline.

Where a grant application misses the deadline it will be considered at the next available committee meeting date. The Grants Committee meets on a quarterly basis. The submission dates can be found on our [website](#).

## No Internet or Computer access?

If you have difficulties in accessing the internet or completing the enquiry form, please give us a call and we will assist you with your query.



# Eligibility

## What kind of things can GCHT pay for?

If you're repairing a building, we can only fund external conservation repairs that use traditional materials to conservation standards (see list of 'Grant Eligible Conservation Repairs' on our [website](#)).

### We can also fund:

- Preliminaries (including scaffolding) on larger projects.
- Professional Fees (Conservation Accredited Professionals).
- Building based repair projects, including feasibility studies, will require a Conservation Accredited professional advisor (either an architect or surveyor) 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.
- VAT if applicable.

We will use our discretion regarding the eligibility of costs for grant funding for non-building repairs known as Heritage Grants. Below are examples of eligible items:

- Heritage consultants and new staff costs may be eligible if part of a larger funding request.
- Venue hire, speaker fees, printing materials, feasibility studies are eligible.
- VAT if applicable.



## What can't we fund?

- We can't fund work that has been carried out before your grant contract was signed.
- We can't provide 100% of the costs of a project.
- We won't fund repairs to an individual private home. It is unlikely that a single householder will be able to deliver the social, environmental and economic outcomes that we require from grant funded projects. There must be at least four owners within a residential building to be eligible.
- We won't fund the cost of repair, overhaul or reinstatement of traditional sash windows unless it is part of a larger comprehensive repair scheme.
- Downtakings are not grant eligible.
- We can't fund repairs to active Places of Worship – visit the National Heritage Lottery Fund website to find out more about their grants for Places of Worship.
- The costs of existing premises and other running expenditure are non-eligible.
- Catering/refreshments costs are not eligible if they are the only thing for which grant funding is being requested. Catering/refreshment costs requested as part of a wider programme will be considered at the Committee's discretion.

We generally expect you to have claimed and evaluated any previous grant in full before applying for any others, unless you have agreed otherwise with us in advance.

## What do we require?

We require three competitive quotes for each item over £50 you would like funding from us for, and for conservation repairs we require a Tender Report including at least three competitive quotes and the priced bill of quantities of the bid you wish to accept. This is not required for specialist work. For example, specialist professional services where three comparable quotes would not be possible, **but your application must justify why comparative quotes would not be possible.**



# Grant Priorities

**To be eligible for funding, a project must meet at least one of our six Grant Priorities.**

In the application form, you will be asked to provide details of how your project will clearly meet these Priorities and identify how you will measure your success in meeting them. Projects will be assessed based on how they meet the Grant Priority. Below, you will also find some examples of the types of Indicators you could use to meet each Priority.

1

**Will your project strengthen the resilience of Glasgow's historic buildings and places so it is protected and more sustainable?**

- The exterior conservation repair of commercial buildings or tenements in multiple ownership in Glasgow, or one of the city's Buildings at Risk.
- Improving the resilience of Glasgow's historic buildings and places through measures to reduce the impact of climate change on historic built fabric.
- The use of traditional and, wherever possible, locally sourced materials in the repair and maintenance of Glasgow's historic buildings and places.
- The production of a conservation management and maintenance plan so that the historic building or place is better looked after and maintained in the longer term. This could have a costed component to it thus allowing people to budget for repairs and plan ahead for maintenance.
- Alternatively, your project could focus on the intangible aspects of Glasgow's historic environment – such as stories, traditions and skills for the people of Glasgow – and how these will be celebrated, recorded or passed on to new generations living in the city, thus being safeguarded for the future.
- Creating feasibility studies/options appraisals for vacant/at-risk buildings. and its context for other groups, such as local schools, open days, walking tours and other engagement activities. Alternatively, there can be purely activity-based projects focusing on engagement or training.

2

## **Will your project increase the quality and availability of traditional skills to help repair and maintain Glasgow's historic buildings and places?**

- Advocate for opportunities to train and up-skill young people, such as apprentices and paid interns, when preparing your tender documents.
- Asking your contractor and consultant team to host a traditional skills event on site or nearby.
- Allowing opportunities for volunteer training as part of your project.
- Reaching out to a local school so that school children and leavers can learn about traditional skills and potential career opportunities in conserving Glasgow's historic buildings.

3

## **Will your project use Glasgow's historic buildings and places to help tackle climate change?**

- The sensitive repair of one of Glasgow's historic buildings to make it permanently wind and watertight and improve its energy efficiency so it is protected for future generations.
- Using an existing historic building to house community facilities or services thus minimising carbon intensive new construction.
- Looking at research or innovative ways to achieve practical outcomes for increasing the energy efficiency of historic buildings.
- The reinstatement or retrofitting of sympathetic energy efficiency measures. The minimisation or up-cycling of waste from construction and repair as part of circular economy efforts for Glasgow.

4

## **Will your project increase the economic benefits from Glasgow's historic buildings and places in a sustainable and inclusive way?**

- Bringing a vacant historic building or a building on the Buildings at Risk Register in Glasgow back into sustainable and productive use.
- We will also prioritise buildings within a Glasgow City Council Strategic or Local Development Framework Area, or within an area scoring in the bottom two deciles of the Scottish Index of Multiple Deprivation.
- Creating new jobs because of the repair and re-use of an historic building in Glasgow.
- Helping generate income for local businesses by attracting new visitors and footfall into an area of Glasgow.

5

### **Will your project increase people's understanding of and engagement with Glasgow's historic buildings and places?**

- Volunteering opportunities or learning programmes.
- Organising open days and events.
- Organising an archaeological investigation.
- Producing new interpretation media or educational resources.
- Supporting the local community to undertake their own research or recording to better understand and promote the significance of their historic environment.

6

### **Will your project enhance the use of the historic buildings and places for the people of Glasgow by creating a sense of place and encouraging legacy-building?**

- Helping a community group or local business bring a vacant or at-risk historic building back into use to regenerate a local place or neighbourhood.
- Working with a community to help improve the way historic buildings or places in their neighbourhood are used, accessed, or presented, thus providing opportunities for the people of Glasgow to connect with their local heritage and develop a strong sense of place.
- Helping communities increase their capacity to look after and promote their historic environment so that their local place or neighbourhood is more vibrant, successful and sustainable for future generations.
- Helping communities or owners of historic sites learn how to better maintain them via training or mentoring.



# Indicators of Success

Under our Grants programme applicants must consider a particular set of Priorities.

Our Priorities are the changes, impacts, benefits or any effects that we would like to see happen as a result of your project. We describe this as the difference we want your project to make.

## **Benefits of the this approach:**

Defining Priorities will:

- help you explain the difference your project will make if funded
- provide a framework for evaluating your project

## **Priorities and Indicators**

You don't need to meet every one of GCHT's Priorities - usually two to five are enough for one project.

You should be realistic about the Priorities you can meet and make sure they are in your power to achieve within the time-frame of your funded project.

## **What are Indicators?**

Indicators are the things you measure to find out whether you have made the differences you hoped to make (your outcomes). They are the evidence you will provide us to show that you have delivered the outcomes you set out in your application. You need to look at all of the Priorities you say you'll achieve and come up with Indicators for each.

Choose a few (no more than four or five) key Indicators for each Priority. You will need to measure these, so you don't want too many. Choose Indicators which:

- are particularly important (for example, if you saw this happening you could be very confident that the Priority is being achieved)
- are likely to occur in most situations
- are easy for you to measure

Indicators often include phrases like level of..., amount of..., number of... or ability to... as well as action words such as change, provide, aid, ensure, fulfil and encourage.

# Example:

## *Priority:*

Will your project increase people's understanding of and engagement with Glasgow's historic buildings and places?

## *Indicators:*

- Percentage of new audiences attending events.
- Number of attendees reporting that they have learned something new about the historic built environment.
- Narrative reporting (via attendee statements, comment books etc.) of learned skills or knowledge.
- Measures of physical access (for example, access to building, access to material through formatting and language) and digital access (for example, online documentation) to opportunities.
- Number and description of opportunities delivered and people attending these events.



# Assessing your Application

## How will projects be assessed?

When we assess your project, we will consider the following:

- Which of the Priorities will the project achieve and how will this be measured?
- What is the need or opportunity that the project is responding to?
- Is it clear what the project outputs will be?
- Is there a realistic and sufficiently detailed budget?
- Does the evaluation framework look realistic and robust?
- Have all supporting documents been provided?

Your application will be scored against our priorities and outcomes, and this will be used by the Grants Committee when considering your application. Please note the Trust will use its discretion in the final assessment of your application.

You will be informed of whether your grant application has been successful within one calendar month of the relevant submission deadline.

## Grant Offers & Contracts

Successful applicants will be issued with a Grant Offer. This legal contract must be signed and returned to us within 30 days. Your project cannot begin until this has been received and acknowledged by the Trust.

GCHT's funders require that a clawback clause is inserted within our grant contracts for building repair projects. The clawback works on a sliding scale and means if the grantee sells their property within a certain period of time after receiving a grant, they have to pay back a percentage of the grant. The clawback clause is standard and non-negotiable.

Large Contracts for Grants over £25,000 will require additional legal requirements (Constitutive Deed and Standard Security). They will also be subject to the Trust's legal fee (normally capped at £600 excluding VAT). Grantees are advised to seek independent legal advice before signing these. A project can start on site when the Grant Contract is signed but GCHT cannot release funds until these legal documents are concluded and registered.

**You may incur a standard charge of £300 per contract if contracts need to be re-issued at any point in the grants process.** A re-issue of contract could occur due to incorrect or out of date information supplied by the applicant or their representatives (including incorrect names, dates, addresses, spelling, etc).

We provide additional guidance in the Grant Offer, but key points to note at this stage are:

- The work must not start until you have signed your contract. We cannot cover costs you have incurred before your grant contract is signed.
- Grant contracts expire nine months after acceptance of an offer. Extensions may be requested if work will be ongoing past the dates agreed in the contract.
- We will ask you to publicise our support for your project, as a condition of the grant. We will ask you for updates during your work, usually when you are making a grant claim.



# Evaluation and Monitoring

## Receiving your Grant Payment

Grants will be paid in retrospect, e.g. we reimburse you for work you have done and money you have spent. Payments are subject to receipt of paid invoices, valuations, and proof of work. Payments are made via BACS.

Payments can be staged to allow multiple grant payments throughout a project, to help with your cash flow. A brief summary of progress should be submitted with receipted invoices to support a payment request.

In the case of building repairs, before the grant is paid we will also arrange an inspection of the approved works following receipt of either receipted invoices or a valuation. This is to ensure the conservation repairs have been carried out to the standard required.

The final ten percent of the grant amount will be held until an Evaluation Report is received by the Trust and accepted.

## Monitoring & Evaluation

You must monitor the success of the project and submit an Evaluation Report at the end of your grant aided work, to be submitted digitally within three months of project completion or the contract end date, whichever is sooner. You will be evaluating the Indicators of success set out in your application.

The grantee is responsible for supplying GCHT with high-resolution images (minimum 300 dpi) for marketing and promotion. All images must be suitable to be used on social media, websites, etc. as GCHT sees fit. GCHT will retain the copyright of all materials supplied for this purpose.



# Definitions

**Applicant:** The person or representative completing the formal application for a grant from GCHT.

**Clawback Clause:** GCHT's entitlement to recover all or part of the grant for a building repair if the grantee sells all or part of their property within a certain time frame.

**Comprehensive Repair:** Urgent work required in the short term to tackle problems presenting a risk to health, safety, security or further significant deterioration plus any additional work, including replacement of elements that will become necessary within the next 10 years.

**Conservation Accredited Professional:** Someone experienced working with the built environment for conservation repairs who is recognised and conservation accredited (ie: RIAS, RICS, RIBA, IHBC).

**Conservation Management & Maintenance Plan:** Short report prepared by the Conservation Accredited Professional which describes the significance of the building and sets up a plan for helping the owners to maintain their property.

**Constitutive Deed:** Legal burden on the property requiring the grantee to maintain it in good condition for a period of fifteen years.

**Eligible Items:** The activities or works identified in the grant application which are eligible for funding from GCHT (see Eligible Items section for further details).

**Evaluation Report:** A written report detailing the progress of the approved grant activities.

**Grantee:** Applicant who has been successful in securing a grant award from GCHT.

**Indicator:** A gauge or measurable way of demonstrating the successful completion of the Grant Priorities.



**Intangible:** Something that is conceptual such as how people think or respond within society to the built environment.

**Intervention Rate:** The amount of funding a grant will provide, given as a percentage against total project eligible costs.

**Multiple Ownership:** This is where there are four or more co-owners of the flats or units within a typical Glasgow tenement, townhouse or commercial building.

**Qualitative:** Relating to, measuring, or measured by the quality of something rather than its quantity.

**Quantitative:** Relating to, measuring, or measured by numerical data.

**Reclaimable VAT:** If you are VAT registered you can reclaim VAT from HMRC. If you are not VAT registered, you can add the cost of VAT to your project costs.

**Sense of Place:** The relationships and attachments that people develop or experience in particular locations or environments.

**Standard Security:** Notification to GCHT in the event of a grantee's property sale, effectively allowing the Clawback Clause to kick in.

**Tangible:** Something that is physically identifiable such as a building repair, a publication, or an artwork.

**Valuation:** Quantity surveyor's interim estimate of the cost of completed works on a building repair project prior to a grant payout.

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