

# Glasgow City Heritage Trust Grant Guidance Notes

## 2022



Glasgow City Heritage Trust

# Introduction

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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.

## Part I: Meeting the Grant Priorities

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To be eligible for funding, your project must meet **at least one** of the following six Grant Priorities of the Programme. In the application form, you will be required to demonstrate Indicators 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 Priorities below. Each priority includes some examples of the types of Indicators you could use to meet the Priority.

## Grants Priority One

Will your project strengthen the resilience of Glasgow's Historic Environment 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

## Grants Priority Two

Will your project increase the quality and availability of Traditional Skills to help repair and maintain Glasgow's Historic Environment?

- Insisting on opportunities for training and upscaling young people, such as apprentices, paid interns, or when drawing up 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.

## Grants Priority Three

Will your project use Glasgow's Historic Environment 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 upcycling of waste from construction and repair as part of circular economy efforts for Glasgow.

## Grants Priority Four

Will your project increase the Economic Benefits from Glasgow's Historic Environment 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.
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## Grants Priority Five

Will your project increase people's understanding of and engagement with Glasgow's Historic Environment?

- 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.

## Grants Priority Six

Will your project enhance the use of the Historic Environment 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.
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# Part 2: The Grants Process

Grant awards are divided into three categories:

- Micro Grants (up to £5,000)
- Standard Grants (£5,001 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.

## Contracts

You will be required to sign a grant contract. Different conditions apply depending on the Micro, Standard, or Large Grant amounts. Large Grants will entail additional legal requirements and those that deal with building repairs will be subject to the Clawback Clause, Constitutive Deed, and Standard Security (see Definitions section).

There will be 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).

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. In this instance please contact the Trust. Accommodations will be discussed on a case by case basis but will be limited by the Trust's funding cycle.

# Management Fee

All grants are subject to a management fee, which is automatically deducted from the awarded amount by GCHT. The management fee is based on the sum of the original grant offer and will not change in the event of underspending on eligible grant costs or approved contract variations.

The fee structure is as follows:

- Micro and Standard Grants under £25,000: 5%
- Large Grants between £25,000 and £70,000: 8%
- Large Grants over £70,000: 10%

## Eligible Items

We will use our discretion regarding other potential conservation repairs; please get in touch with the GCHT Grants Team to discuss. An appendix describing eligible conservation building repairs, which are confined to building exteriors, is available on our website.

We will use our discretion regarding the eligibility of costs for grant funding for non-building repairs. Below are examples of eligible and non-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
- 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.

We require 3 competitive quotes for each item over £50 you are seeking and for conservation repairs we require a Tender Report including at least 3 competitive tenders & the priced bill of quantities of the tender you wish to accept. This is not required for specialist work i.e. specialist professional services where 3 comparable quotes would not be possible.

# Grant Payouts

Grants will usually be paid subject to receipt of paid invoices, valuations, and/or proof of work. The management fee will be deducted from the first payment, and the final ten percent of the grant amount will be held until an Evaluation Report is received by the monitoring and evaluation officer and accepted.

## 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 2 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 Grant Priorities above give some examples of Indicators that could be used to meet the Priorities. This is not an exhaustive list; however, all Indicators should be measurable so that you can evidence they have been achieved.

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

**Conservation Accredited Professional:** Someone experienced working with the built environment for conservation repairs who is recognised and 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)

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

**Intangible:** A conceptual outcome such as those relating to how people think or respond within society to the built environment

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

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

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

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

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

**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:** An outcome 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