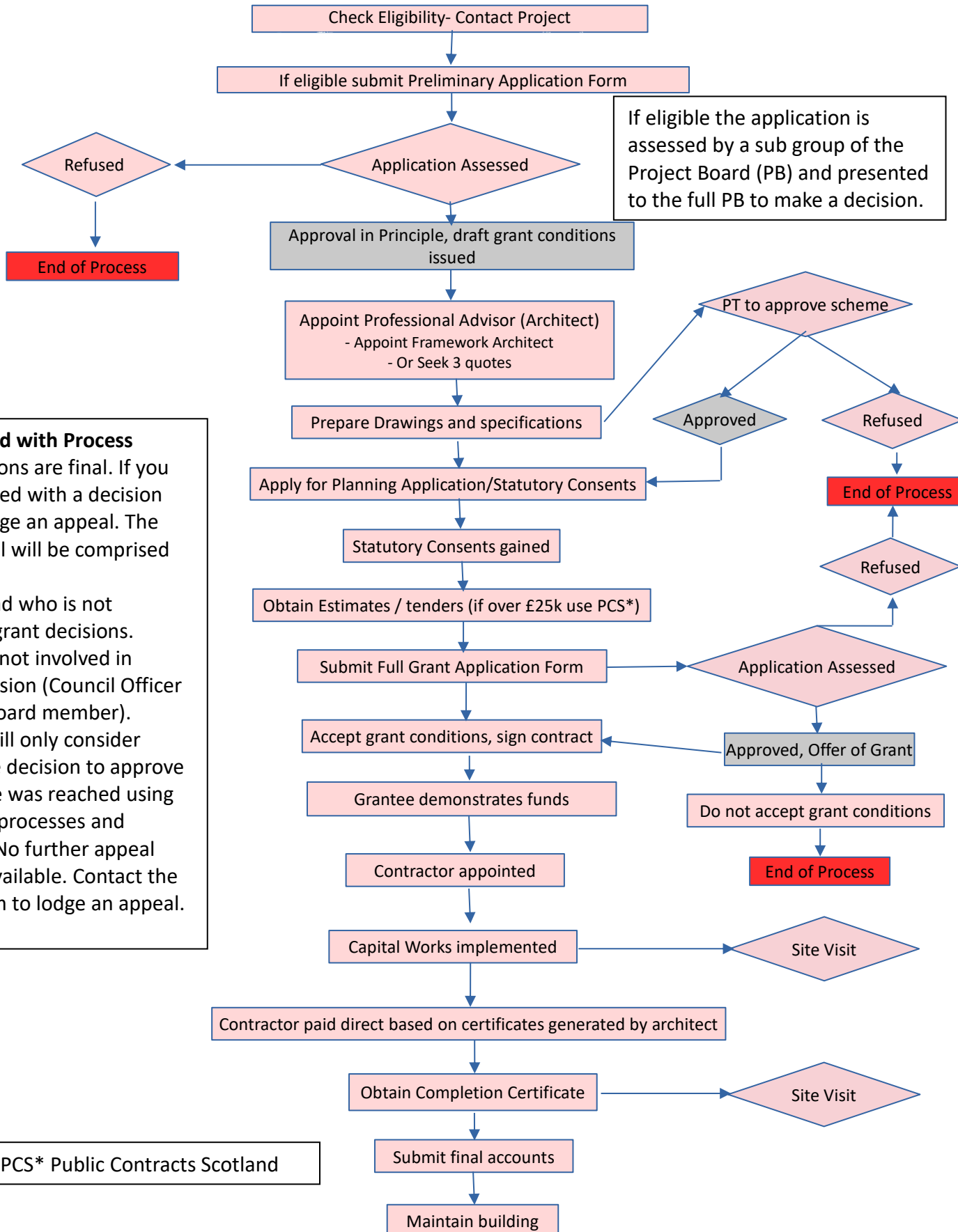


Maybole Regeneration Project Grant Application Process



Application Process – Step by Step Guidance

- 1. Check Eligibility.** Contact the Project Team (PT) who will provide guidance on whether your project may be eligible for a grant.
- 2. Eligible.** An initial grant application form will be provided where you will be asked for basic details of your planned scheme. If ineligible you will be provided with reason/s why your application is considered ineligible.
- 3. Application Assessed.** If eligible a sub group of the Maybole Regeneration Project Board will assess and score your application. The Sub group then present their recommendation to approve or decline an application to the full Project Board for a decision.
- 4. Approval in Principal / Application refused.** No grant application is guaranteed and it is expected that demand will outstrip available budget. You will be advised if your application is approved or refused with reasons given if refused. Reason for refusal may include budgetary considerations. If you are unsatisfied with a decision you may lodge an appeal. The Panel will only consider whether due process was followed. The appeal panel will be comprised of two members including the Project Lead who is not involved in any decisions on grant award plus one other Council Officer or Project Board member. Draft grant conditions will be provided at this stage to ensure you are familiar with the conditions. A Grant is only given final approval when a full grant application is completed, see below.
- 5. Appoint a Professional Advisor.** If your application is approved in principle you must appoint a suitably qualified professional advisor (an Architect). The project has a framework architect that can be used or, if you prefer you can appoint your own suitably qualified professional advisor. If you wish to appoint your own professional advisor three quotes must be received and demonstrated. The fees from the professional advisor are grant eligible.
- 6. Prepare Drawings and Specifications.** Your professional advisor will advise on the requirements for your scheme including any surveys required and will produce drawings and specifications needed before applying for statutory consents. Prior to applying for statutory consents the drawing and specification must be shown and approved by the project team. The grant will only fund eligible costs. Your professional advisor will provide more information on what is eligible and what is excluded.
- 7. Apply for Planning Permission / statutory consents.** This includes, but is not necessarily limited to, planning permission, building warrant, and listed building consent. Your professional advisor will advise and South Ayrshire Council Development planning service can also provide advice.
- 8. Statutory Consents gained.** No works can proceed without these permissions and consents being achieved.

9. Obtain Estimates / Tenders. At least three competitive estimates must be obtained and demonstrated sent in with full Grant Application. If the value of the scheme is over £25,000 then Public Contract Scotland (PCS) must be used. Your professional advisor will be able to assist with the tender process and advise on PCS.

10. Submit Full Grant Application Form. Now all the information is available you must complete the full application form providing all the details of the scheme. The Scheme must comply with Historic Environment Standard of repairs. Click on link for more information.

[ADVISORY STANDARDS OF CONSERVATION AND REPAIR](#)

<https://www.historicenvironment.scot/media/5283/advisory-standards-conservation-repair.pdf>

11. Application Assessed. The Project Board of the Maybole Regeneration Scheme will consider your full application and a final decision will be made.

12. Offer of Grant. If your full application is approved by the Project board an Offer of Grant letter will be issued with a Contract of Grant. Works cannot proceed nor will be paid for if work begins before an Offer of Grant is issued and a signed Grant Contract is received. The value of the grant is fixed. If the cost of your scheme increases there is no obligation on the Maybole Regeneration Project to increase the level of grant.

13. Accept Grant Conditions & Sign Contract. You are advised to seek independent legal advice before signing the Contract of Grant. Note that a Standard Security will be applied to your property. Your legal advisor will be able to provide independent information and guidance on this.

14. Grantee Demonstrates Funds. You must show the PT that you have the funds to complete the scheme before appointing a contractor.

15. Contractor Appointed. Following the tender exercise and after securing the offer of a grant the main contractor can be appointed.

16. Capital Works Implemented. Your main contractor implements the planned works. Appropriate insurances will need to be shown to the PT and the scheme must comply with all relevant legislation. Inspections of the works will be undertaken periodically by the project team and our main funders HES and HLF.

17. Contractor Paid Direct from certificates issued by Architect. Your professional advisor will produce certificates that will enable the PT to pay the proportion of eligible costs as per the Offer of Grant direct to the contractor. The standard Terms and Conditions is 30 days of receipt of certificates subject to approval.

18. Obtain Final Completion Certificate. This is to be provided to the PT. A final inspection will take place by the PT.

19. Submit Final Accounts. Please note that a retention of 10% of the grant value will be held by The Maybole Regeneration Project until the final accounts are settled.

20. Maintain Building. It is a requirement of the grant that you maintain the building to acceptable standards following the works. Your professional advisor will assist you to prepare a management and maintenance plan for the building.

Note on Professional Advisors

Should Approval in Principle be provided for a scheme the Applicants are required to appoint an appropriately accredited professional advisor more commonly known as an architect.

Professional fees are generally grant eligible and professional advisors must be members of a recognised professional body for example, RIAS or RIBA, for architects or RICS for surveyors. The Project has appointed a qualified Framework Professional Advisor /Architect who may be used by grantees. An applicant is able to procure a professional advisor independently. For fees to be grant eligible the applicant is required to have obtained three competitive fee bids from suitably qualified professionals.

The Project Team can provide general advice on design and specification. A professional advisor/consultant will guide you through the construction process from initial stages to completion of the project on site. (RIBA Plan of Work Stages 1–6)

Your professional advisor should prepare an outline fee proposal for delivery of the following services to you:

Development Stage

- Complete a survey and prepare a condition report including drawings and plan;
- Carry out research, analysis and archaeological investigation of the fabric;
- Advise on other professionals who may be required for example, structural engineer or quantity surveyor
- Develop detailed drawings/specifications for the project;
- Maintain contact with the Project Officer on the technical details of the proposed works;
- Secure all necessary consents such as planning, listed building consent and building warrant;
- Preparation a list of competent contractors known to be able to carry out the works to the required standard;
- Prepare and issue tender documents for the construction works;
- Review tenders and prepare a tender report.

Construction Stage

- Advise on an appropriate form of building contract;
- Advise on Health and Safety and liaising with Principle Designer in accordance with Construction (Design and Management) 2015, (CDM 2015);
- Oversee the project progress and costs to ensure the contract is delivered on time and within budget
- Attend monthly meetings with the design team and contractor;
- Provide monthly updates to the owners on progress;
- Assist owners with grant claims;
- Prepare a detailed management and maintenance plan for the building.

A list of all Conservation Accredited Architects in Scotland can be found by contacting the Royal Institute of Architects in Scotland (RIAS) 0131 229 7545 or www.rias.org.uk.

Note on Multiple Owner Schemes

Owners whose applications form part of an overall building scheme must be in agreement as to how their scheme is developed and managed. You may choose to appoint one representative who can be the main point of contact for your Professional Advisor and Grant Officer and confirm these arrangements to us in writing. You can also choose to form an Owners Association which can provide a number of advantages for your grant scheme and the management of your building going forward. Further information on establishing an Owners Association can be found on <http://www.underoneroof.scot/>

Contact

For more information please contact Harriet Wilson on 01655 884865 or email harriet.wilson@south-ayrshire.gov.uk