

Small Grants Scheme - Frequently asked Questions

The small grants scheme aims to improve the historic properties and streetscape of central Maybole by offering support to property owners and tenants in the to preserve their historic buildings, bring derelict units back into use, and reinstate lost architectural detail including traditional shopfronts. The scheme is funded by National Heritage Lottery Fund, Historic Environment Scotland and South Ayrshire Council.

How much funding is available?

Grants of up to 80% for homeowners and 95% for shop fronts are available and are capped at £22,250 for shopfront improvements, £10,000 for shop back into use and £20,000 for homeowners. Additional funding may be available in exceptional circumstances and will be at the discretion of the Project Board. Due to the limited funds available and the condition of some buildings we will not be able to approve every application received and some applicants may be offered a contribution of less than the percentages noted above. The small grants fund is separate to funding for priority buildings such as the Castle and The Town Hall.

How are Preliminary Grant Applications Processed?

If eligible then a sub-group of the Project Board will assess and score your application before presenting their recommendation to approve or decline to the full Project Board for a decision.

Applications are scored on a variety of criteria including the following:

- Grant Programme

Shop back to use and shopfront improvement schemes score higher than residential schemes due to their ability to contribute to sustainable economic development within the town

- Listed Status

Preference is given to listed buildings and the level of listing

- Location/Prominence

The location of a building is considered and its proximity to junctions/key buildings such as the Castle and Town Hall. Preference will be given to buildings which lie in prominent central locations or have high visibility as you enter or leave the edge of the project area

- Community Value

Consideration will be given to schemes that offer a benefit to the wider community

- All Owners in Agreement

Any proposals must be acceptable as a whole to ensure the future of the building and owners must be able to work collectively to appoint an architect and make decisions

- Scope of Repairs

We will consider the condition of the building, the nature and extent of work required and look at what could be achieved by a repair scheme for example restoration of architectural detail. Preference may be given to properties that require urgent or necessary repairs in order to safeguard the future of the building.

What happens once I receive Approval in Principle?

If you receive confirmation that your application has been approved in principle, you are then able to appoint a Professional Advisor (Architect) to develop your scheme. The Regeneration Project has a Project Architect whom you may use or you may choose to employ your own. If you do choose to employ your own then you must demonstrate that you have received three quotations from suitably qualified professionals. Your architect must provide a fee quotation for their services and we will confirm to you in writing that this will be included in the grant.

Your professional advisor will meet with you and any other owners within your building (subject to government restrictions), to discuss the scheme and work with you to prepare drawings and specifications for submission to our Project Board for final approval.

I have applied for a grant collectively with my neighbours, how will the project cost & grant funding be split?

Once your architect has prepared drawings and specifications for your project and you have received tenders, the associated costs will be divided according to the responsibilities outlined in your title deeds. An offer of grant will then be issued to each individual owner outlining their share of the costs and grant. The shared responsibilities will mean that some owners may receive separate shopfront improvement and homeowner grants. A breakdown of these eligible costs will be provided and the relevant grant percentage contribution applied accordingly.

Owners who are part of multiple ownership schemes must be able to communicate and make decisions over the scheme of repairs to their property. You may choose to nominate one person as your representative who can communicate with your professional advisor and the regeneration team. Owner communication is important not only for the successful delivery of your project but also to enable you to maintain your building in the future in accordance with our grant conditions.

Further information on sharing repair costs and owners associations can be found at <http://www.underoneroof.scot/>

I have applied but the neighbours within my building have not, will this mean I cannot receive a grant?

The circumstances of each application will be reviewed on an individual basis so please get in touch about your project. When awarding a grant we need to consider the future of the building as a whole and therefore owner agreement is one of the criteria on which preliminary applications are scored.

If one property owner within a building of multiple ownership applies for funding to support a scheme of repairs/improvements and those improvements and their lasting impact would be negatively affected by the condition of the surrounding building then the grant application may not be approved. This includes shopfront improvement schemes which cannot be approved unless the building is in an otherwise good condition, or will be on completion of an overall building scheme.

I have been told that in order to be grant-eligible, the repair work required is more than extensive I was expecting?

This is the case with many of our grant applications due to the poor condition of many town centre buildings and so for each project that has received approval in principle we have instructed our Conservation Architect to prepare an outline scope of works which will then be subject to a cost review. This information will be provided to owners, allowing them to make informed decisions. The schemes that we support must address repairs which are considered essential in order to secure the building and ensure its positive contribution to the town streetscape in the future. Further information on prioritisation of repairs can be found in our Repair and Maintenance Guide which is available on the download section of our website.

Does the grant need to be repaid?

You must notify us if you intend to dispose of the property or any interest in it within the control period which varies depending on the grant level. South Ayrshire Council is entitled to recover the grant or a proportion of the grant within this time.

Grant offers are made via a contract with standard terms and conditions. The contract will outline two recovery clauses which will apply separately to the HES element and the combined NHLF & SAC element. Contracts for grants of £25,000 or more will require South Ayrshire Council to take a standard security over the property. A copy of the model contract used for grant offers is available on request. We recommend that you seek legal advice before signing the contract.

I am a leaseholder, can I apply for a grant?

This depends on the duration and terms of your lease agreement, please contact our team for further information.

Can I choose which contractors I employ on my project?

Your Professional Advisor will work with you to prepare a list of competent contractors who are able to carry out the work to the required standard. They will then review the tenders and provide a report. Three quotations/ tenders from contractors are required to support your application. Quotations should be assessed on a cost/ quality basis. Best value may not be the lowest quote and will depend on evidence of appropriate skills, experience and methodology. It is your responsibility along with your Professional Advisor to ensure that a fair procurement process is followed and the works carried out in accordance with the terms of your grant contract.

What are my Health and Safety responsibilities as a client?

As a client, you have responsibilities under the Construction (Design and Management) Regulations 2015 (CDM 2015). These responsibilities vary dependant on whether your project is being carried out in connection with a business, or if you are having work carried out to your home or the home of a family member. Please see the links below for further information.

Details of domestic client duties can be found at
<https://www.hse.gov.uk/construction/cdm/2015/domestic-clients.htm>

Commercial client duties can be found at

How will the grant be paid?

Grant payments can be issued to the contractor direct providing a mandate agreement is signed. Your professional advisor will produce certificates that, following an inspection by the MRP grants officer, will enable us to pay the proportion of the costs as per the Offer of Grant direct to the contractor. The Standard terms & Conditions is 30 days of receipt of certificates subject to approval. A retention amount of 10% of the grant value will be held by the Maybole Regeneration Project until the final accounts are settled.

When your grant application is approved we will ask you to provide a bank statement demonstrating that you hold the funds required to fulfil your obligations under our Contract of Grant. It will be your responsibility to pay this portion direct to the contractor on completion of the works. In the case of multiple owner schemes and in the absence of a property factor, you may choose to open a maintenance account in order to hold funds collectively. If you choose to do this then the Bank may insist that you have a constituted owners association. Further information can be found on <http://www.underoneroof.scot/>

My application has been deferred as I am outside the project area,

We understand the disappointment of home and business owners who expected to qualify as they are within the original project area. The project is a town centre regeneration project and seeks to make the most impact and improvement in the central area of town with the funding available. If we 'pepper pot' the funding rather than concentrating it on a core area then the impact will be reduced and we will be left with many buildings in the centre whose condition is detrimental to the town streetscape and the aim of attracting new businesses and footfall.

Grants are discretionary. If you are unsatisfied with a decision then you may lodge an appeal which will then be reviewed by an appeal panel who will consider whether the decision to approve or disapprove was reached using established procedures. No further appeal process is available.

Other Questions?

If you have any other questions on our small grants programme please get in touch with us on the contact details below.

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