

## Heritage Fund Process

### The Fund

The fund will be open for bids of up to £50k for built and cultural heritage projects. Applicants will be able to submit an Expression of Interest (EOI) for:

- A Development Grant (DG) of up to £5k to employ professional services to help draw up a bid.
- A full application. Only EOIs which are eligible will be invited to submit a full application.

A list of what can (and cannot) be funded will be used to assess EIOs, based on Historic England and Conservation Officer advice, which may include:

- repairs to the fabric and roof of a heritage asset;
- restoration of historic features;
- removal of unsightly and/or non-historic features;
- landscaping sympathetic to the setting of a heritage asset;
- the interpretation of historic features.

Applications for retrospective works will not be funded. Commercial applicants will be expected to provide at least 50% of the total cost of any bid, while not-for-profit applications may apply for up to 100% funding. In either circumstance higher levels of match funding will strengthen the likelihood of a proposal being funded.

### Process

The Grants Sub-Board will meet every quarter to assess Development Grant applications and full applications, while the fund will be open all year round for applicants to submit an EOI.

The EOIs, DG applications and full applications should be sent to the [gbcgrants@gosport.gov.uk](mailto:gbcgrants@gosport.gov.uk) for validation.

Applications under £5k will be required to submit one quote/tender for items and works, while applications of £5k or more will be required to submit three quotes/tenders. In most cases heritage applications will be required to have a competent professional person appointed (such as a Conservation Architect) to manage the project. The professional person will assist in putting together the full application, including sourcing the quotes/tenders.

Once validated, and all the appropriate documentation has been submitted, proposals will be sent to the Grants Officer for review and due diligence, and compiled into a report for the next Grants Sub-Board. The Borough's Conservation Officer will also be notified of the application and asked for comment.

The Grants Officer will compile any received comments and undertake a checklist summary on each application, to assist the Grants Sub-Board members in comparing and contrasting bids before approval. Applicants will also be invited to attend the Board to present their proposal to members.

The checklist summary will include a range of considerations including:

- Whether all the required documentation has been submitted;
- Whether the bid satisfies one or more of the Fund's Priorities, which are:
  - Removing property from the 'Heritage at Risk' register;
  - Enhancing the townscape or setting of a heritage asset;
  - Improving sustainability and tackling climate change;
  - Creating employment or a sustainable future use;
  - Enhancing public access or interpretation;
- Value for money, including level of match funding.

Extra weight will be applied to the 'removing property from the Heritage at Risk register' priority, as this is an overriding objective for the Council. Furthermore, bids for up to 100% funding for not-for-profits will be required to submit accounts so the Council can assess the need for grant funding.

If a bid is declined by the Board, a reason will be required (a few sentences), which will be fed back to the applicant. Declined bids would be welcome to apply again, as long as any required alterations are made to the bid based on the feedback. The Grants Officer may be able to assist in directing applicants towards other potential funding sources.

### **Successful bids**

Successful bids will be notified and asked to sign a delivery contract with GBC before any funding is released. Applicants will also be expected to sign a Publicity Agreement, in order to allow the Council and applicant to effectively promote successful schemes and the Fund.

For applications under £5k 100% of the grant funding will be provided upfront, while for applications of £5k, they will receive £5k upfront plus 25% of the remaining, with the rest payable upon completion (unless justification is provided for a higher upfront amount). Applicants will have 24 months to deliver the project and completion will require the submission of an End of Project Report and possibly a site visit. A clawback clause will be applied to any property which is sold within 3 years of having completed a grants project.

Payments will only be made to verified business/community bank accounts.

Successful bids will be added to the <https://gosporthaz.org.uk> website.