

GOSPORT

GBC HERITAGE FUND

Guidance for making a full grants fund application

1 How can I apply for a grant?

The fund is open for full applications for local heritage projects of up to £50,000, as well as Development Grants of up to £5,000 to assist in putting bids together. The pot is composed of £200,000 of Council funding.

This guidance relates to full applications only. A separate application form and guidance document is available for Development Grant applications. Please read through this guidance note before you apply. You will find details on all of the questions on the application form, together with the information we are looking for.

Once submitted, your application will be assessed by the Council's Grants Sub-Board, which meets quarterly. Grant funding is limited and all applications will be subject to a competitive process. We will contact you back once the Grants Sub-Board has made its decision on your application. Unsuccessful applications will be eligible to apply again, subject to any recommended alterations.

2 What are we looking for?

The Heritage Fund has five funding priorities, listed below. Tell us in your application how you help address at least one of them.

- 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

Funding awards will be looked on more favourably where applications can demonstrate:

- ✓ A strong evidence of need.
- ✓ Evidence that the proposed approach is likely to achieve the desired outcomes.
- ✓ The application does not contain high revenue costs that cannot be sustained long term.
- ✓ That a lasting benefit can be achieved.
- ✓ It meets more than one of the five funding priorities referenced above.

- ✓ Match funding is provided.
- ✓ Public benefit outweighs any private gain.

3 What can the funding be spent on?

Bids can be made for a range of built and cultural heritage projects within the Borough.

Cultural projects will be assessed on a case-by-case basis but need to be Gosport-specific and have heritage as its main theme. Political or religious activities will not be funded, nor will alcohol or banned substances.

Built heritage projects will be eligible for funding based on the below tables which show eligible and ineligible works:

Eligible works	Explanation
Temporary building works	If there is an unavoidable delay before full repairs are carried out, temporary measures to protect the building can be funded. These include work to protect a structure from collapse, damage or deterioration such as propping and shoring, temporary weather proofing, or putting up protective structures to secure the building while its structure is being surveyed or repairs being drawn up.
Roofs	Repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney-stacks and pots, cupolas and balustrading.
Leadwork	Renewing roof leadwork, if it is no longer serviceable, or using lead welding in order to extend the life of lead that is of historic interest. It may be necessary to redesign the substrate to keep to current good practice. The visual and physical implications of this need to be considered carefully, however, before any changes are made. To avoid the risk of underside lead corrosion, lead roofing should be carried out between April and September and under a temporary roof.
Rainwater disposal	<p>The repair or replacement of rainwater disposal systems, both above and below ground can be funded.</p> <p>Lead and cast iron should be replaced on a like-for-like basis, although in certain cases where theft, vandalism or maintenance access is exceptionally problematic, there may be a case for using appropriate substitute materials.</p> <p>Digging trenches for drains and soakaways in demonstrably archaeologically sensitive areas will often require supervision by suitably qualified archaeologists, and a grant can be offered towards these costs.</p> <p>Installing proprietary electric heating tapes in gutters and rainwater heads where access is difficult and weather conditions are particularly severe, or where especially valuable building fabric or contents may be at risk from the</p>

	<p>guttering and rainwater disposal systems failing.</p> <p>Providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is shed away from the building.</p>
Walls	Necessary repairs to external walls, including work to their structure, surfaces, and decorative elements on the wall surface, and wall-coverings or claddings are fundable.
Permanent access to carry out maintenance	If difficult access has prevented proper maintenance in the past, installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection can be funded as part of a wider project.
Windows and Doors	Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings.
External features	Repairing or replacing, where necessary, existing external features, such as balconies, canopies, bargeboards and shutters, where these contribute to the special architectural or historic interest of the building.
Damp	<p>Measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building, including providing surface water drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging), and improved ventilation, if this is essential. Old buildings need to breathe, and keeping vapour permeable traditional plaster is preferable to re-plastering in relatively impermeable cement-based plasters.</p> <p>Providing a damp-proof course simply because the existing structure was built without one does not qualify for a grant. Experience has shown that providing damp-proof courses and membranes in historic structures has often transferred damp problems to other areas of the building.</p>
Reinstating architectural features	<p>The reinstatement of architectural details must be carried out only if the building is otherwise in good repair (or will be repaired as part of the wider project).</p> <p>The objective should be to reinstate (in whole or part) elements of the exterior fabric of buildings that are essential to their design and character and that contribute to the character of the building and the street, provided the reinstatement is to the original size, pattern, detail and material. This can include:</p> <ul style="list-style-type: none"> • decorative ironwork, such as balconies, canopies and railings; • ornamental masonry, including architectural sculpture, stucco and other applied finishes; • details and joinery to historic patterns. <p>The reinstatement of shop fronts to the original design (based on evidence), or to a design that is appropriate to the period and location, can also be considered for a grant.</p>

Decoration	Decoration only qualifies for a grant where they are necessary to make good after disturbance as a result of grant eligible works.
Professional fees	<p>Where a grant is offered for a project costing £20,000 or more you must employ the services of a competent professional with relevant specialist conservation knowledge and experience.</p> <p>The service should include, where applicable:</p> <ul style="list-style-type: none"> • preparing a thorough survey of the structure(s) or site and its condition, • including survey drawings and plans; • research, analysis and archaeological investigation of the fabric likely to be affected; • preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric; • providing a list of competent contractors able to carry out the work to a high standard; • getting competitive tenders and providing a tender report; • arranging a contract for the works; • regular inspections and valuations of the work on site until it is completed; • full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded. <p>When you appoint your surveyor or architect you should make sure they include all the requirements set out above. We consider the competitive tendering of professional fees to be best practice. The scale in RIBA's A Client's Guide to Engaging an Architect can be used as a guide to the maximum allowances for fees.</p>
Cleaning	<p>Cleaning will only qualify for a grant where:</p> <ul style="list-style-type: none"> • there is so much dirt on a structure that it must be removed in order to assess the need for and scope of repairs; • or if chemicals in the surface build-up are damaging the fabric.
Pigeon deterrents	Non-electric physical barriers to prevent a build-up of damaging pigeon droppings, where these can be provided in a visually acceptable way and without using chemicals.
Value Added Tax (VAT)	Grants will only be paid towards the VAT which you are unable to recover. It is up to you to determine the VAT status of your project. We will seek the repayment of grant towards VAT costs which you are subsequently able to recover.
Preliminary costs and insurance	<p>We can grant fund preliminary costs, such as scaffolding, hoardings, contractors' facilities and access for vehicles.</p> <p>The works contract with your professional team will set out the</p>

	responsibilities for insurance. If you need to take out insurance other than that which forms part of the contract cost you can include the cost of this in your application.
Management costs	<p>We can offer support towards professional consultancy services. We cannot contribute towards the cost of your existing staff or in-house legal costs.</p> <p>If you believe that you will need to employ consultancy services please speak to us to discuss the scope of the work and briefs for the employment of such consultants and a list of potential tenderers.</p>

The following types of works would be ineligible for grant funding:

Ineligible works	Explanation
Demolition	<p>The removal of any part of the building does not normally qualify for a grant, though exceptionally a grant may be offered for:</p> <ul style="list-style-type: none"> • the careful dismantling of a structure that threatens to damage surrounding historic fabric; • careful dismantling prior to reinstatement; • the removal of later additions of little merit which alter or obscure the original design of the building and where; • careful dismantling is carried out as part of an agreed scheme of reinstatement.
Building services	The free-standing renewal of building services, e.g. new heating systems or rewiring (unless integral to conservative repair or where failure to renew or replace building services systems puts the historic fabric at risk).
Substitute materials	The use of substitute materials where the original is obtainable, except in situations where the original materials have failed and will continue to fail regularly if they are replaced like-for-like. In the case of lead and copper where there has been a history of theft or there is a high risk of theft we can assess substitute materials on a case-by-case basis.
Conjectural reinstatement	There is a strong presumption against wholly speculative reconstruction or reinstatement of features that have totally disappeared leaving no archaeological traces, photographs or drawings. Exceptionally, cases may arise where the ground floor façade of a building has been totally lost and the present façade detracts from the street, in which case grant aid may be given towards a well-informed design that is in keeping with its context.
Maintenance and minor repairs	This is work that we would expect to be carried out on a regular basis to prevent the building from deteriorating, such as the cleaning out of rainwater goods, checking of flashings and roof coverings for slipped slates or tiles, removal of plants, redecoration including cleaning of metalwork and regular repainting of joinery.

4 What questions will I be asked in the application and how do I complete them?

This section explains all the questions within the application form and provides further details on how to complete them.

Number	Question	Explanation
1	ABOUT YOU AND YOUR HERITAGE ASSET	
1.1	Name of heritage asset	The name of the heritage asset you are seeking funding for.
1.1	Address and postcode	The full address of the heritage asset.
1.1	Current use	The use(s) the heritage asset is currently used for.
1.2	Conservation status of the asset	Please tell us which of the following designations apply to the heritage asset, if you know them. Multiple designations may apply. To find a reference number for an asset, please use the following mapping page: https://maps.gosport.gov.uk/gosport-built-heritage If no designations apply, please tick 'not applicable'.
1.3	Name of main contact	The person with the legal responsibility for delivering the project. This should be the person who knows about the project in case we have any questions about your application.
1.3	Address and postcode	The full address of the person with legal responsibility for the project.
1.3	Tel no. and email	A number we can contact the main person on during working hours. The main person's email address – we will send all email correspondence here.
1.4	Name of second contact	Name of a second contact for the organisation, who we may speak to in the main contacts absence.
1.4	Address and postcode	The full address of the person we may speak to about the project, in the main contact's absence.
1.4	Tel no. and email	A number we can contact the second person on during working hours. We may copy the second contact into email correspondence too, or email them directly if needed.
1.5	Name of organisation	This is the full legal name of the organisation applying for the funds.

1.5	Organisation address and postcode	This is the full address of the organisation applying for the grant, as named above.
1.5	Type of organisation	Please tell us whether your organisation is either a: <ul style="list-style-type: none"> • Voluntary organisation • Social Enterprise • Association or club • Society • Registered Charity (please provide number) • Community Interest Company (please provide number) • Company Limited by Guarantee (please provide number) • Other (please describe)
1.5	What is the purpose of your organisation?	In no more than 30 words please describe what your organisation does and its aims and objectives.
1.5	In which areas of Gosport does your organisation work?	Please let us know if your organisation serves the whole of Gosport or specific areas of it? Please list wards if known.
1.5	Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	Please indicate if any councillors, officers, or other person connected with Gosport Borough Council have a role or interest in your organisation, are related to anyone within your organisation, or if your organisations has any contracts with the Council. If yes, please state their name and role and/or contract.
1.6	If your organisation is involved with children, young people or vulnerable persons, please tick if you have a safeguarding policy in place (if applicable)	Please tick if you have a safeguarding policy in place. If you are applying for a project to work with children, young people or vulnerable adults, you <u>must</u> have a policy that explains how you will make sure they will be safe. Spot checks may be carried out.
1.6	Please tick if your organisation has an equalities and diversity policy in place (if applicable)	Please tick if you have an equalities and diversity policy in place. If you are applying for a project to work with the public you will be expected to apply a proportionate equalities and diversity policy. Spot checks may be carried out.
1.7	Relevant property interest	If your project involves property, please let us know if you own the freehold, leasehold, tenancy or other interest in the property. For leaseholds and tenancies we require an unexpired

		<p>term of 5 years or more and a letter of support from the landlord for the project.</p> <p>If your project does not involve any property please tick 'not applicable'.</p>
2	ABOUT YOUR PROJECT	
2.1	Project for which grant is sought	<p>This is where you can tell us about the project.</p> <p>Remember, the board may not know about your project so you will need to give them relevant information about this, even if you think they do know about it. The project is what you are applying for the funding for.</p> <p>You should include:</p> <ul style="list-style-type: none"> • What the aim of the project is – what you expect to gain from the project, e.g. any changes and/or improvements you hope to achieve • Some background about the project • How it will benefit the local community • Evidence that there is a need for your project • How you will involve the beneficiaries • What support you have for the project from service users/the community <p>Please write your answer using a maximum of 200 words.</p>
2.2	Proposed future use	Please let us know if your project would entail the change of use a property. Please state the current use as well as the proposed future use.
2.3	Delivering fund priorities	<p>Tell us how your project meets at least one of four priorities:</p> <ol style="list-style-type: none"> 1. Removing property from the 'Heritage at Risk' register 2. Enhancing the townscape or setting of a heritage asset 3. Improving sustainability and tackling climate change 4. Creating employment or a sustainable future use 5. Enhancing public access or interpretation <p>Decide which priority (or priorities) your project fits into and explain how. Please write your answer using a maximum of 100 words.</p>
2.4	Please provide the name of	Please list the name, address and contact details of any

	any architect / other professional advisors	professional person who is assisting you with proposal. This could be an architect, surveyor, interior designer or another professional service.
3	COSTS AND FUNDING	
3.1	What is the total estimated cost of your project?	<p>Please provide an overall figure for the estimated total cost of your project. This should include grant funding, match funding, internal funding and in kind contributions.</p> <p>Please include any liable non-recoverable VAT on quotes/items etc. Funding will only be paid towards VAT which you are unable to recover.</p> <p>It is up to you to determine the VAT status of your project. We will seek the repayment of grant towards VAT costs which you are subsequently able to recover.</p>
3.2	How have the project costs been calculated?	<p>Please explain how the total cost of your project has been calculated. This should include an explanation on whether you have sourced a fixed quote, or a Quantity Surveyor (QS) estimate etc.</p> <p>Please note that if the project is under £5k only one quote/tender is expected. If the project is £5k or above, then three quotes/tenders are required.</p> <p>A breakdown of project costs is required, which may require the affixing of a separate sheet. Please show if your budget includes any professional fees, contingency or VAT allowances.</p>
3.3	Grant request	Please tell us how much grant funding you are requesting and what percentage that is of the overall project costs.
3.4	Match funding	If any match funding is being provided, please provide a breakdown of whether the funding is coming from your organisation's own resources, from other grants, from loans, or whether any in kind contributions will be provided.
4	TIMETABLE AND PROJECT MANAGEMENT	
4.1	Please tell us when your project will start and finish	When will the project start and finish? Funds must be used within 24 months of the start date of the project.
4.2	Please tell us who will be responsible for managing	Please list the name and contact details for the individual who will be managing your project. If you have

	your project	appointed a professional person, such as an architect, it is likely to be them.
4.3	Consents	<p>Please let us know if your project is dependent upon gaining any forms of consents to progress. This could be planning permission, an events licence, or Listed Building Consent.</p> <p>If any consents do apply, please let us know what stage the process is at and the likelihood of gaining consent.</p>
5	SUPPORTING DOCUMENT CHECKLIST	
5.1	Relevant insurance policies for your organisation and project – e.g. Building Insurance, Public Liability (if applicable)	<p>Please attach copies of relevant insurance policies for your organisation and project. This includes:</p> <ul style="list-style-type: none"> • Building Insurance – if you project includes investment in a property. • Public Liability – if your project involves the general public, such as training or events. • Employer Liability – if you intend to employ anyone as part of your project. • Professional Indemnity – if your project is using any professional services, they should have Professional Indemnity. <p>Please attach any other insurance policy should you feel it is relevant to your project.</p>
5.1	Relevant ownership documents (if applicable) such as Land Registry ownership documents or lease - If a leasehold, a letter of support from the landlord for the project	If your project includes a property, we would like to see evidence of your ownership or lease. If you hold a leasehold or tenancy, we would like to see at least 5 years unexpired term and a letter of support from the landlord for the project.
5.1	Evidence of any match funding for the project (if applicable)	If your project includes any match funding, please attach evidence. This could be a letter of confirmation or email from the funding body, or a copy of a bank statement showing organisational funds are available.
5.1	Headed paper showing the community or business bank account you would like the funds to be transferred to	<p>We request a copy of a bank statement or other official headed paper showing which account you would like the funds to be transferred to, should you be successful.</p> <p>Please note that this needs to be a community or business bank account, not a personal one. We will verify the accounts before any payments are made.</p>
5.1	Drawings of the proposed	If you have had any professional drawings done of

	works – generally to RIBA Work Stage 4 (if applicable)	proposed works, please affix. Ideally these drawings will be to RIBA Work Stage 4 but other drawings may be acceptable too.
5.1	Photographs showing the heritage asset and relevant areas where work is required (if applicable)	If your project relates to a building or space, such as a repair to a roof, please submit photographs of the area your project will apply too.
5.1	Quotes/tenders and evidence of how these have been identified	<p>Please attach copies of any quotes or tenders for items or services associated with your project, and evidence of how you identified that supplier.</p> <p>For projects under £5k we would expect to see at least one quote/tender. For projects of £5k and above, we would expect to see at least three quotes/tenders. If you are not going for the lowest quote, please explain why.</p>
5.1	Details of your professional team and the process used for their appointment (if applicable)	If you are employing any professional services as part of your project, such as an architect, please provide us with their details and explain the process for how they were appointed.
5.1	Details of any required planning permission, listed building consent, permits or consents (if applicable)	If your project is contingent upon receiving any consents to proceed, such as planning permit, an events licence, or Listed Building Consent, please list details.
5.1	Details of how you will look after your heritage asset in the longer term	We expect projects to be sustainable going forward. Please attach details of how this will be maintained, such as a new maintenance regime or improved finances.
6	YOUR DECLARATION	
6.1	Name (s)	<p>Please confirm the name of the main applicant named in paragraph 1.3, who is legally responsible for the delivery of the project.</p> <p>If there are several individuals in the delivery of your project, please list all names.</p> <p>If the applicant is a body (organisation), an authorised representative of that body should sign and should name their post in the body.</p>
6.1	Signatures (s)	Please can the people named sign the document, confirming that the information on the application form and supporting information is true and complete to the best of their knowledge.
6.1	Position held	List the positions of the individuals named in this

	(organisations only)	declaration within your organisation.
6.1	Date	Please add the date of signature.

If you need any further guidance please contact gbcgrants@gosport.gov.uk