

# ELGIN CONSERVATION AREA REGENERATION SCHEME SMALL GRANTS & SHOPFRONT IMPROVEMENT SCHEME

## APPLICATION FORM GUIDANCE NOTES



**Please submit applications well before any work is due to start. Work must not start before the grant application has been made and approval, in writing, has been received.**

### **Note 1 - Applicant**

Where the application is made behalf of an organisation or commercial interest, please give evidence that the contact person is able to act on behalf of the organisation and can enter into the legal agreement with the Moray Council regarding the grant.

Please note that the acceptance of a grant offer binds the applicant to compliance with conditions. Please ensure that compliance with these conditions is within the remit of the organisation, has been properly considered and agreed to by relevant persons and complies with any necessary internal processes (internal approvals, terms and constitutions). In applying for (and accepting) an offer of grant, the organisation is hereby bound by the conditions.

### **Note 2 - Ownership**

If the applicant does not own the building, it is a requirement that the building owner signs the application form to indicate consent for the grant application. In this case, please outline the applicant's interest in the property, the nature of the lease, its term and the applicant's responsibilities under the lease.

It is important that the property is free from restrictions that may affect the proposed repairs, such as lease limitations or statutory requirements. Please ensure that no such restrictions apply or that such restrictions will not affect your eligibility for the scheme.

### **Note 3 - History**

Please give the date of construction of the property if known and a brief description of the existing building including construction, materials, any significant alterations and any special features.

### **Note 4 – Project Description**

Please outline the proposed works, including:

- Main issues/problems you are trying to address
- Elements proposed for which you are seeking grant aid
- Methods and materials
- Timing

If possible, **detailed drawings or photographs** assist to support your application to clarify the extent or nature of work.

### **Note 5 – Listed Buildings**

This refers to Historic Environment Scotland's listing category. If you do not have this information, please contact the Elgin CARS Officer for further advice.

## **Note 6 – Statutory Consents**

Consents required could include Planning Permission, Building Warrant, Listed Building Consent or a Council Permit if any works encroach onto a road or footpath (eg. scaffolding).

You must obtain any relevant consents and meet any other legislative requirements prior to commencement of works. If consents have not yet been obtained at time of application, they will be a condition of grant to be obtained prior to carrying out the works. Please contact the Elgin CARS Officer for further advice about obtaining these consents through Council.

Statutory Consent Fees are eligible for grant funding where they clearly relate to the project and conservation works relevant to the grant (Eg. Planning Permission, Building, Listed Building Consent).

## **Note 7 – Three Quotes**

Please provide three detailed quotations for the proposed work from appropriate contractors. The three quotations must cover identical areas of work and should be fully detailed and itemised. A full specification of the work will also be required if this does not form part of the quotation.

Quotes must be presented on company headed paper and include full details of the company, business address, VAT Registration and business telephone number. Supporting information regarding the scope of work usually undertaken by the company/sole trader, their skills base and expertise must also be included.

Please ensure that the builder/contractor is fully aware of the specialised requirements of the grants scheme and of any conditions attached to your offer. Grants will not be paid if the work does not meet the required standard or agreed detailing or if any conditions have not been complied with.

Quotes must show clearly if VAT is included, excluded or zero rated. Please speak to the CARS Officer if you have problems obtaining three quotations.

## **Application Assessment:**

All applications will be assessed by the Elgin CARS Management Group. All grants are at the discretion of the Elgin CARS Management Group.

The Management Group will consider applications having regard to:

- The Elgin High Street Conservation Area Appraisal and management recommendations;
- Advice from Historic Environment Scotland;
- The anticipated impact on the character of the conservation area from an award;
- Willingness demonstrated by the applicant to part-fund and implement appropriate works benefiting the historic built environment.

Should an applicant wish to appeal against the Management Group decision, they must re-submit their application along with additional supporting information, within two months of receiving the decision. Should the matter still be unresolved, the Elgin CARS Management Group will refer the application to Historic Environment Scotland.

Projects that are awarded a grant should be **completed within six months** of the assistance being confirmed. Thereafter they will be subject to review and grant may be reallocated after giving due notice.

**Please post or email signed and completed application forms to:**

**Ellen Cox**

**Elgin CARS Officer, Council Annexe, High Street, Elgin, IV30 1BX**

**Tel: 01343 563656 Email: [ellen.cox@moray.gov.uk](mailto:ellen.cox@moray.gov.uk)**