

Paisley
Townscape
Heritage and
Conservation Area
Regeneration
Scheme

—
REVIVING
PAISLEY'S
HERITAGE
—



Grant Application Form

Ref No:

Please complete in CAPITALS and black ink

If you require any assistance in completing this form, please contact the TH.CARS2 Project Team contact details at the end of this form.

1. Project title:

2. Project address:

Postcode:

3. Description of proposed works:

Current Use:

Proposed Use:

4. Applicants details:

Owner

Applying on behalf of owner

Name or organisation:

Contact name:

Relationship to owner:

Address:

Postcode:

Tel. No:

Email:

If you lease the building when does lease end?

5. Owners Details

Contact name / Organisation:

Address:

Postcode:

Tel. No:

Email:

ALL OWNERS MUST BE LISTED AND SIGN THE FORM ON P.4.

If a number of owners is greater than the space available, attach a separate sheet.

6. Grant category

(tick all the relevant boxes)

 Building repair
 Re-instatement of architectural detail
 Shopfront improvement
7. Is the building listed as of architectural or historic importance?
 Yes
 No
 If yes, please circle the relevant category:
A
B
C
8. Statutory consents

	Planning Permission	Listed Building Consent	Building Warrant	Avertisement Consent	Other
Ref No					
Date applied for					
Date awarded/ expected					

9. Professional advisors

	Name	Address
Architect		
Quantity surveyor		
Structural engineer		
Other		

10. Cost of the proposed work

	Estimate 1	Estimate 2	Estimate 3
Construction costs	£	£	£
Professional fees	£	£	£
Statutory Consent Fees	£	£	£
Other Costs	£	£	£
Total Project Costs (NET VAT)	£	£	£
Total Grant Eligible Costs (NET VAT)	£	£	£

PLEASE NOTE VAT IS NOT GRANT ELIGIBLE

11. Value of Grant Requested (based on eligible cost NET VAT)

Small Grant
(Works under £10k)

Standard Grant
(Works over £10k)

Grant rate requested

%

Value

£

12. Income

Owners contribution of eligible costs

£

Have you applied for a grant from any other source? If yes, provide details. Yes No

Organisation	Amount	Date approved, or	Expected approval
	£		
	£		

13. Programme

Project start date:

Project completion date:

14. Declaration

The Applicant (as above) must sign the completed form. If the Applicant is more than one individual (e.g. if the property is jointly owned) all must sign the completed form. If the Applicant is an organisation, an authorised member of the organisation must sign the completed form and give his/her position in the organisation.

I declare that:

- The information given in this form and the attached details are true and accurate to the best of my knowledge and belief.
- I accept the grant is discretionary and is subject to funds being made available by partner bodies, who may wish to vary the scope or nature of the works after the submission of the application.
- I understand that to make a materially misleading statement at any time during the application process or during the implementation of the works could render this application invalid and that the applicant may be liable to return any grant already disbursed.
- I will notify the Project Officer of any variation in the agreed works prior to their implementation and allow sufficient time for their consideration.
- I will accept and abide by the terms and conditions of the grant award and the agreed works, failure to do so will render the applicant liable to return any grant disbursed.

- Where submitting an application on behalf of a body or group it should fall within the objects of the applicant's constitution that I/we have the power to accept the grant subject to conditions and the power to repay the grant in the event that the conditions of the grant are not met.
- I understand that the information given will be used to process my grant application, which will include sharing this with co-funders, NHLF and HES.
- The TH.CARS2 Project Team may also check your details with other information held and disclose to other council departments as necessary, to check the accuracy of the information, which may also be used to prevent or detect fraud or crime or to protect public funds
- If you would like to receive information from Renfrewshire Council about similar services, please tick this box.

Further information on how the Council handles personal data can be obtained from www.renfrewshire.gov.uk/article/2201/Privacy-policy

Applicant's Signature: _____ Date: _____

Print Name: _____

Owner's Signature: _____ Date: _____

Print Name: _____

Owner's Signature: _____ Date: _____

Print Name: _____

15. Checklist

Please ensure that you have signed and dated the application form.

Any application will be invalid until all necessary documents are received and acknowledged.

Please attach all necessary documents from the list below

- | | |
|---|--|
| <input type="checkbox"/> Statutory consents | <input type="checkbox"/> Three priced Bills of Quantities (for works over £10k) |
| <input type="checkbox"/> Written consent of owner/ownership details (if not an applicant) | <input type="checkbox"/> The programme of works |
| <input type="checkbox"/> Details of professional advisors (if applicable) | <input type="checkbox"/> Details of any other grant offers/ applications for the same work (if applicable) |
| <input type="checkbox"/> Fee quotes/tender and tender report for professional advisors | <input type="checkbox"/> Proof of applicant's funding contribution |
| <input type="checkbox"/> Detailed architectural drawings and specifications of the works | <input type="checkbox"/> Photographs of the building before works |
| <input type="checkbox"/> Three Contractor's quotes (for works under £10k) | <input type="checkbox"/> A detailed cost plan |
| <input type="checkbox"/> A tender report including at least three competitive tenders (for works over £10k) | <input type="checkbox"/> Ownership details (title deeds) |

Guidance notes for filling in the application form

- 1. Project Title:** This relates to a name given to the property or properties involved. For example, the name of a shop or larger scale development. If your project does not fall into any of the above then you can leave this section blank.
- 2. Project Address:** Please put in the postal address of the project and include the postcode so that we can easily identify where it is.
- 3. Description of proposed works:** Describe the full proposals for the property even if they do not form part of the works that you are applying for grant. Please put in what the property is currently or most recently used for. If the property is vacant then note that this is the case and if possible what the last use was. In the last line, please describe the proposed use.
- 4. Applicant's details:** If you are the owner, please tick the "Owner" box. If you are an agent, such as an architect/ factor/ building user /tenant acting on behalf of the owner, please tick "Applying on behalf of owner" box.

Name or organisation/Contact name: If you are part of a larger organisation then please put in the name of the organisation and a relevant contact name. If you are an individual please put your name. Contact details should be completed for the person dealing with the application, who will be the TH.CARS2 team's first point of contact.

Relationship to owner: for example architect/ factor/tenant/lessee

Address: This relates to the address that we should correspond with. If you are applying on behalf of a larger organisation then it should be the registered address.
- 5. Owners Details:** If you have applied on behalf of the owner then their contact details should be completed in this section. If the Applicant is the Owner, this can be left blank.
- 6. Grant category:** Indicate which category you think your project falls within. Refer to the TH.CARS2 Information leaflet and the *Grant Application Guidance notes* which are included in the application pack, or can be downloaded from www.renfrewshire.gov.uk
- 7. Is the building listed as of architectural or historic importance?** This refers to Historic Environment Scotland's listing category. If you do not have this information then you can check with Historic Environment Scotland (0131 668 8600) www.historicenvironment.scot
- 8. Statutory consents:** Please check with the Renfrewshire Council Development Standards section regarding Planning Permission, Building Warrants, Listed Building and Conservation Area Consent. You may also need other consents to carry out certain changes—it may be worth checking your lease regarding this. If you have already lodged or gained permission for the relevant works then please give dates.
- 9. Professional advisors:** Please list the names and addresses of all the professional advisors that you are using. For smaller grant applications it is possible that you may not have all the professional advisors listed.
- 10. Cost of the Proposed work:** These will be the three lowest quotes from at least three contractors, broken down into the headings shown. VAT is not grant eligible. For advice on VAT contact HM Revenue and Customs (0300 200 3700).

- 11. Grant requested:** Put in the amount of money that is needed to undertake the project. The TH.CARS2 Project Team will have advised on the likely percentage of grant available and you should calculate your grant request based on this.

Please tick which grant you are applying for
Small (where project value is less than £10k),
Standard (where project value is greater than £10k)

- 12. Income:** This includes your contribution to the project and other grant awards if applicable. If you are awaiting other grants then please put in the date that you expect approvals as the TH.CARS2 scheme can only usually commit grant after the other sources of finance are confirmed.
- 13. Programme:** Please put in your best estimate of when the works are to take place.
- 14. Declaration:** Please check over the form and checklist for completeness. Please note that if you have any questions completing the form please contact the TH/CARS2 Project Team. Please ensure that the form is signed as it may, depending on any grant committed, form a legal document.
- 15. Checklist:** Review the check list and provide the documents requested. Contact the TH.CARS2 team if you have any questions.



Note

Please send your completed and signed application form to the TH.CARS2 Project Team.

Contact

Paisley TH.CARS2 Project
Regeneration Team
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley PA1 1WB
th.cars2@renfrewshire.gov.uk

