

# Grant Application Process

## Step 1:

If you are interested in applying for a Building Repair or Shopfront Improvement Grant through the Falkirk Townscape Heritage Initiative (THI), the first step is to contact the THI Project Officer to find out if your building is eligible for grant and to discuss your project and the grant funding application process. Contact details are given at the bottom of this sheet.

## Step 2:

You should complete an 'Expression of Interest' form to confirm your intention to apply for a THI grant, including an estimate of the cost of the works. If your project is eligible, the THI office will provide you with advice on likely level of grant aid and an 'in principle' approval to proceed towards full grant application.

## Step 3:

For higher value and more complex projects the next step is to appoint a qualified professional with relevant conservation expertise to plan and manage your project through to completion. You will be able to employ the services of the THI's pre-approved Conservation Architect/s for this purpose. Alternatively you should obtain competitive fee bids from at least three suitably qualified professional consultants and submit a summary of the tenders to the THI office.

## Step 4:

You will appoint your preferred consultant directly. They will carry out any design work, prepare specifications and drawings and obtain statutory consents if necessary. Once all information has been approved by the THI office, your consultant will arrange for at least three suitable building contractors to tender for the works.

## Step 5:

Once you have a minimum of three quotations for the work, the next step is to complete the full 'Grant Application Form', including tender breakdowns, any statutory consents, drawings and all other details required on the form. If you are using a professional advisor they may fill in this form on your behalf and submit it to the THI office.

## Step 6:

On receipt of the full application form the THI Project Officer will carry out various checks to ensure suitably qualified people will be working on the project, best conservation practice is followed, and value for money is obtained. Unless agreed beforehand in writing, grants will be offered on the lowest tender price for both professional fees and building works.

## Step 7:

If your application is successful you will be sent an official 'Grant Offer' including all terms and conditions of the grant. You must accept the offer in writing within three months of receiving it, start the project within six months thereafter, and complete the works within a defined period of time.

If you have any questions, or require further information, contact the THI Project Officer on:

01324 614 060

[susie.dibdin@falkirk.gov.uk](mailto:susie.dibdin@falkirk.gov.uk)

## Minor Works

Meet Project Officer on Site

## Major Works

