



Historic England

Covid-19 Emergency Heritage at Risk Response Fund

Guidance Notes for Applicants

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Background

The Covid-19 Emergency Heritage at Risk Response Fund aims to generate new and immediate work for the most vulnerable areas of the heritage sector which were identified during our recent [survey of the effects of Covid-19](#).

Up to £3 million of temporary funding is available for project development works, minor repairs and maintenance to some of the most significant sites in England. These works will make use of the important, highly skilled businesses that form a key part of the heritage sector and address some of the most urgent needs of our historic environment.



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Research findings that demonstrate the need for this fund

The Historic England survey of [Covid-19 Effects on the Heritage Sector](#) (April 2020) gathered responses from a broad range of organisations and individuals from across the sector. Loss or postponement of work was the most common reported effect of Covid-19.

The survey data indicated that the most vulnerable of the respondents were in the following categories:

- craftspeople / smaller craft-based businesses
- suppliers of professional services such as architects / surveyors / engineers

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Overview of the grants we are offering

This grant scheme is primarily for small scale urgent work necessary to reduce the risk of loss or damage to significant historic sites and to enable buildings and sites to re-open to the public as quickly as possible subject to Covid-19 restrictions.

Grants will be offered of up to £25,000 (plus irrecoverable payable VAT) towards a maximum project size of £30,000 (plus VAT) for urgent minor repairs, maintenance or development works which must be started before 31 October 2020.

Further information about eligible works can be found on [pages 4-8](#) of this document.

In order to ensure the grant funding is focused on those most affected by Covid-19, priority will be given to applications seeking funding for:

- work required to address damage or deterioration exacerbated by the Covid-19 crisis and not fully covered by insurance; or
- maintenance or minor repairs required prior to reopening a building or monument to the public following a period of closure due to lockdown

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Who can apply?

Owners, leaseholders (with a 21 year full repairing lease), and charitable bodies and trustees responsible for the maintenance and repair of:

- Buildings and structures listed at Grade I and II*, that are publicly accessible for a minimum of 28 days per year¹
- Buildings and structures listed at Grade II that are publicly accessible for a minimum of 28 days per year only if situated in:
 - either a conservation area and are a significant component of the character of that conservation area;
 - or in a Grade I or II* registered park and garden
- Scheduled monuments that are publicly accessible for a minimum of 28 days per year¹

¹Buildings and Sites unable to meet this criteria in 2020/21 as a result of the Covid-19 pandemic are eligible to apply for this scheme.

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What projects are eligible for this grant scheme?

Please note that we can only fund work that is urgently required and cannot proceed in the next 12 months without our funding.

What we can fund:

- Urgent minor repairs and/or maintenance work needed within the next 12 months to reduce the risk of loss or damage
- Project development work to understand the site and/or inform repair work necessary within the next 12 months. This can include condition or investigative surveys, specifications and drawings for a repair project or a tender process to find a contractor
- Temporary measures or holding repairs; such as putting up scaffolding and / or temporary propping to prevent a structure collapsing or temporary roofing and weather protection
- Consolidation works associated with standing masonry and structures
- Specialised tasks, for example broken/damaged stained glass windows
- Preliminary costs associated with any of the above
- Professional fees (see table below)
- Irrecoverable VAT
- Works insurance

We will not fund:

- Repair work that forms part of a larger project above the value of £30,000 in total (net/excluding VAT) in other words the eligible minor repairs must be a 'standalone' package of work
- Repair or maintenance work that has started or been completed before we have offered you a grant and received a signed grant contract from you
- Projects not involving a conservation-accredited or suitably qualified and experienced professional adviser or contractor (we will advise successful applicants where this will be necessary)
- Works that do not have the necessary consents in place or in process prior to making a full application (consent is not required at Expression of Interest stage)
- Works that cannot start before 31 October 2020
- Works that will be completed after 30 September 2021
- Project development work for repairs that are not required within the next 12 months
- Contingency funding
- Works to sites including private domestic dwellings that do not allow at least 28 days public access or only allow public access by appointment
- Works that should normally be fully covered by insurance
- Works that have already been grant aided by Historic England or another third party

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Eligible costs

Eligible works include:

Works to buildings and structures		Task
1.0 Roofs and rainwater disposal		
1.1	Roof areas generally	Remove moss, leaves and other debris and cut back trees where causing damage.
1.2	Roof coverings	Replace damaged, displaced and missing materials to match existing and repair to prevent water ingress.
1.3	Ridge and hip tiles	Re-bed loose and replace where broken or missing and repoint as necessary.
1.4	Lead weatherings and flashings	Replace where missing and repair, redress and refix as necessary, including mortar fillets, metal wedges and clips.
1.5	Temporary roof coverings and associated gutters	Carry out temporary repairs to splits and holes. Sheeting to cover open/damaged areas.
1.6	Rainwater goods generally	Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary. Check that stainless steel guards are in place and secure.
1.7	Gutters and downpipes	Inspect rainwater goods for cracks and leaks. Repair or replace any cracked or missing sections with new to match existing, including stainless steel guards. Widening rainwater goods or installation of an increased number of down-pipes.
1.8	Perimeter drainage channel	Clear drainage channel of vegetation and debris. Inspect drainage channel and make good any cracks and open joints with suitable mortar.
1.9	Below-ground drainage	Open up inspection chambers. Check that all gullies and gratings are free from silt and debris and that water discharges freely to mains sewerage or soakaway. Rod drains and carry out CCTV survey to ensure no displaced or cracked sections or root damage.

2.0 Walls, windows, doors, monuments and sculpture		
2.1	External walls, copings and parapets	Poison and carefully remove any woody vegetation, ivy etc.
2.2	High-level masonry	Remove/re-secure any potentially dangerous loose/damaged masonry and carefully remove, label and store in an agreed safe place.
2.3	Minor repointing to walls in isolated small areas, not exceeding 1 - 2m ² per area	Rake out and repoint to secure loose masonry and reduce ingress of water, in lime mortar to match existing.
2.4	Ventilation	Ensure that ventilation grilles, air bricks, flues, chimneys, louvres etc. are secure and free from obstruction.
2.5	Windows	Essential repairs to frames, sashes, casements, ironmongery, putty, glass, lead cames, and condensation channels.
2.6	External doors	Essential minor repairs to doors, including lubricating hinges and locks, and replacement where broken.
2.7	Bird screens	Repair/replace defective/missing bird screens to openings to towers, roofs and windows (before nesting starts and without disturbing bats).
2.8	Specialist tasks	Conservation of sculptures and ornamental features deemed part of the listed building or scheduled monument. Conservation of stained glass windows. Conservation of listed monuments, memorials and structures in registered Grade I and II* parks and gardens.

3.0 Stabilising or protective measures		
3.1	Temporary measures or holding repairs	Scaffolding or propping to prevent collapse of a structure.
3.2	Other works for the stability of a standing structure	Bracing, ties or strapping. Ground gutter clearance, reduction of ground level, emergency tree measures, below ground drainage repairs
3.3	Consolidation works necessary for structural reasons.	Repointing, grouting, pinning, shelter coating, mortar repairs, piecing in of missing protective features (hood moulds, string courses etc), wall top protection. Repairs to masonry, timber, mortar concrete and metal.

4.0 Project development works		
4.1	Urgent research, investigative surveys and opening up works	Research should be limited to site specific appropriate repair techniques, history of repair and suitable materials. Surveys may include structural, environmental and ecological surveys necessary to inform urgent repair work.
4.2	Urgent condition surveys, options appraisals, feasibility studies	Preparing a thorough survey of the structure or building, including survey drawings and plans.
4.3	Tender documentation	Reports, specifications, schedules of work, method statements and drawings for a repair project required within the next 12 months.
4.4	Costed maintenance plans	Ten-year costed maintenance plan prepared by an appropriate professional.

5.0 Other costs and fees		
5.1	Other urgent works required as a result of consequential damage or deterioration during lockdown that are not fully covered by insurance	To be clearly outlined in EOI and application form.
5.2	Access costs	Scaffolding, mast lift, PAVs, MEWPs, scissor lifts, rope access technicians etc.
5.3	Other professional fees	Including costs associated with: <ul style="list-style-type: none"> ■ reports, specifications, drawings and procurement for your grant application ■ obtaining all necessary statutory consents
5.4	Irrecoverable VAT	This is VAT which cannot be recovered from the Listed Places of Worship Scheme ; or as a result of your status .
5.5	Works insurance	Additional premium whilst the works are being carried out.

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How to apply

This is a competitive scheme for which there is a two stage application process.

1. Expression of interest stage – submission deadline 28 June 2020
2. Full application stage – application deadline 31 August 2020

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Expressions of interest

All potential applicants must complete an [Expression of Interest \(EOI\) survey](#) by 28 June 2020 in order to be considered for this scheme.

The EOIs will be divided into two groups according to the date of submission. These two groups of EOIs will be assessed independently of each other with a final review across the entire grant allocation to ensure awards are made based on need.

It may not be possible for all EOIs meeting Historic England's eligibility criteria to be taken forward to the application stage. The scheme is competitive and only the highest scoring EOIs will be invited to submit an application. If you are invited to make a full application it is an indication that your project is likely to receive funding.

Applicants successful at EOI stage will be informed by 27 July 2020 and invited to submit a full application by 31 August 2020. Early applications are encouraged in order to process swift payments and enable works to start as soon as possible.

If funding from a different Historic England grant stream would be more appropriate for your project then you will be informed at Expression of Interest stage.

Expressions of Interest will be assessed against the following weighting criteria:

- Relative urgency – the urgency of the work considering what the perceived risk is if no action is taken
- Impact of Covid-19 – projects aiming to repair damage sustained due to or otherwise impacted by the Covid-19 crisis will be assessed as higher priority. Deterioration exacerbated by Covid-19 will also be a weighting factor
- Heritage at Risk – sites on the Heritage at Risk Register <https://historicengland.org.uk/HAR> will be assessed as higher priority
- Time delivery – where work will start by 31 October 2020 and be completed by 30 September 2021
- Identification of the work – if the work has been identified as urgent by an appropriate professional.
- Sector capacity building – projects that offer skills development and training opportunities for specialist craft skills related to historic building conservation in order to increase capacity and resilience in the sector

We are not always able to offer a grant to every eligible project and we will therefore prioritise grants where Historic England's financial support is most needed, such as heritage within **economically challenged areas**. In the instance of extremely high demand for these grants we may also prioritise the highly graded heritage assets (Grade I, Grade II*, scheduled monuments) that are most at risk.

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Full applications

If you are invited to submit a full application, you may be asked to submit a specification of the proposed works prepared by conservation accredited adviser or other suitably experienced and qualified contractor to support the full application. You will be informed of the requirements for the full application upon confirmation of success at EOI stage and Historic England will offer funding for this work if we deem it necessary.

Full applications must also be submitted with:

- No more than eight good quality digital photos (JPEG, BMP, PNG, TIFF) clearly displaying the need for these urgent works (these should be labelled)
- A short method statement prepared by the lead professional adviser or preferred contractor. This should outline how the works will be undertaken and the contractor's approach to mitigating risks (including health and safety hazards, and Covid-19 related risks)
- Three written quotes for the works. If you cannot submit three full quotes you must provide evidence that three have been sought from appropriate contractors

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Conditions

If funding is offered, you will receive a formal offer letter and grant contract. These will set out the purpose and amount of the funding, when the work has to be started by and the latest date for completion, any arrangements for site visits and the standard conditions that apply to all funding under this scheme. The funding may also be subject to special conditions which, if applicable, will be detailed in the offer letter.

Standard conditions include (but are not limited to) the following:

- Grant must address urgent needs required within one year as recognised by a recent survey report (survey undertaken within the last five years) prepared by a conservation accredited professional or other conservation specialist, or urgent work resulting as a consequence of Covid-19, unless otherwise agreed with Historic England
- Work must be completed before 30 September 2021
- Work shall be carried out on the basis of seeking to obtain three written quotes (process must be demonstrated by applicant)
- Work shall be carried out by a contractor experienced in work on historic buildings and using appropriate materials
- Appropriate statutory consent (if required) to be secured by applicant before the works start
- Quality control – digital ‘before and after’ high quality images to be submitted to demonstrate completion rather than site visits for majority of cases. Completion certificate signed by the specifying heritage professional to accompany the final 25% instalment claim
- Agreement of applicant to the promotion of grant aided works by Historic England
- Maintenance – you must maintain the site regularly and keep records of the maintenance works carried out to be made available to Historic England upon request

- Monitoring – a sample approach will be taken for monitoring and review checks during a five-year maintenance period. This may include, but is not exclusive to, a member of Historic England staff visiting the grant-aided site, or a request for current photographs
- Your agreement to comply with the Code of Conduct for Recipients of Government General Grants and abide by the terms of the Agreement with Historic England
- Public access requirements

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Payments

Payment will be made by BACS directly to a nominated bank account. All funding payable will be subject to the receipt of a properly completed claim form and application form including statements of income and expenditure for the agreed activity or project.

Funding will be paid in two instalments – 75% of the grant offer prior to works commencing and the final 25% at the end, on provision of evidence of the completion of works, a statement of final costs and copies of all invoices.

If the actual cost of work exceeds the eligible costs we will be unable to increase your grant.

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Press and communications

You may wish to speak to, or be approached by, members of the press about a successful grant application. Historic England is happy to provide advice if required.

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Data protection legislation

We will always store your personal details securely. We collect data that you provide to us and only ever collect the information we need in order to carry out our statutory purposes and that helps us to deliver and improve our services. We will only share personal data when we are required to by law or with carefully selected partners who work for us. If you would like to know more or understand your data protection rights, please take a look at our privacy policy: <https://www.historicengland.org.uk/terms/privacy-cookies/>

Your personal details, along with the other information you have provided and information obtained from other sources, will be retained by Historic England for administrative purposes and, where applicable, for future consideration. Your chosen contractor may also be contacted to request their participation in an online survey and/or interview to assess the impact of Covid-19 on their business. Participation in the survey would be optional.

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Access to information

Historic England is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a general right of access to information it holds or is responsible for. Historic England may provide the information you have supplied in response to a request made under this legislation, subject to any exemptions that apply. Historic England will consult with external parties as necessary prior to releasing information.

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Questions

If you have any questions regarding your application or the overall programme, please review the Frequently Asked Questions on our [webpage](#) or contact us by emailing emergencyhar@HistoricEngland.org.uk.



Historic England

We are the public body that helps people care for, enjoy and celebrate England's spectacular historic environment.

HistoricEngland.org.uk

For further queries about the application process and deadlines please contact emergencyhar@HistoricEngland.org.uk

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