



Historic England

Grants for Programmes of Major Works

Guidance for Applicants

Before completing an application form
please read these guidance notes in full



Summary

This guide will help you through the process of applying for a Programmes of Major Works Grant from Historic England.

Please also see:

- Grants for Programmes of Major Works Grant Application Form 2020-21

This is part of [Heritage Stimulus Fund](#) which forms part of the Culture Recovery Fund. We have developed this funding programme in order to respond quickly to the immediate needs of the heritage sector. We will continue to review our processes to ensure we are able to provide support where it is needed. We reserve the right to make any changes needed to the guidance and programme. We will communicate any changes as quickly as possible via this [webpage](#).

Other Resources:

<https://historicengland.org.uk/>

<https://historicengland.org.uk/coronavirus/funding/recovery/>



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Introduction

This scheme is part of the [Culture Recovery Fund](#), the Government's £1.57 billion support package to protect the country's cultural, arts and heritage organisations. Historic England is offering grant funding as part of the [Heritage Stimulus Fund](#), capital funding which forms part of the support package. This encompasses a number of grant funds to help the heritage sector recover from the effects of the Covid-19 pandemic.

This funding stream – Programmes of Major Works - will offer grants to programmes of capital repair works between £1 million and £10 million (including irrecoverable VAT) to nationally important heritage properties that are managed primarily as visitor attractions. These grants will help stimulate the economy, by upgrading important heritage tourist attractions, boosting the visitor economy and revitalising decaying historic buildings. Projects under this strand will also help to protect jobs in the heritage construction sector and underpin specialist heritage professionals and crafts people.

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Who can apply?

Applications must be for capital works grant funding of a minimum of £1 million for either:

1. A single organisation to fund a programme of projects to their national portfolio of heritage properties managed primarily as visitor attractions that are:
 - open for 28 days or more per year
 - where funding contracts will be between Historic England and that one organisation; or
2. A representative body with delegated authority to make an application on behalf of a number of nationally spread organisations/individuals with legal responsibility for the repair of heritage attractions that are:
 - listed Grade I or II* or are Scheduled Monuments
 - open for 28 days or more per year
 - for capital projects where the eligible works must exceed £250,000
 - where funding contracts will be between Historic England and the individual sites; or
3. A delivery partner with a strong track record to distribute a programme of heritage repair grants to a nationally spread group of organisations/individuals with legal responsibility for the repair of heritage attractions that are:
 - listed Grade I or II* or are Scheduled Monuments
 - publicly accessible for 28 days or more per year.

All applicants must demonstrate a strong track record of delivering high value building conservation projects effectively and to an exceptionally high standard, either directly, as a representative body or as a grant distributor. The project or programme of projects must comprise of capital repair works, or discrete phases of capital works, that **can be completed by 31st March 2021**.

Applicants must have relevant in-house or contracted specialist heritage expertise available to manage the works. We will give a grant only if the work is specified and managed by a competent professional with relevant specialist conservation knowledge, ability and experience. The main professional adviser should either be an architect, a chartered building surveyor or a chartered architectural technologist, who has conservation accreditation from a recognised body unless specifically discussed and agreed with Historic England.

Organisations may apply for both this grant scheme and the [Culture Recovery Fund for Heritage](#). However, applicants cannot receive funding from both schemes for the same costs; any costs supported by the Culture Recovery Fund for Heritage will not be eligible under this scheme. While other grant sources can contribute towards the eligible costs, no element of work can be double funded.

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Eligible costs

The project or programme of projects must comprise of capital repair works, or discrete phases of capital works, that can be completed by 31st March 2021. All grant funding should be capitalised by the grant recipient on their balance sheet. All relevant consents and permissions must be in process or in place at the time of application (e.g. planning permission, listed building consent, scheduled monument consent).

We can fund:

- Programmes or projects which were due to go ahead in 2020/21, but which were stalled by the restrictions caused by Covid-19, or by the uncertainty over available funding, including additional work to existing projects
- Capital costs related to the delivery of the programme or project only. We can take into account the costs of specialist staff managing and undertaking a project but only where these costs are necessary for the delivery of capital works and would be capitalised

Applicants will be expected to have sought and maximised alternative or partnership funding where it is available. Funding for programmes will be limited to a maximum of 80% of eligible works.

The cost of professional advisers undertaking work to facilitate a start on-site in advance of a final decision being made after the submission of an application to the Programme of Major Works grant scheme would be eligible for grant aid, but would clearly be undertaken at the risk of the applicant.

Eligible costs include, but are not limited to:

- Roofs: repairing roof structures, features, coverings and reinstating roofs where this is essential to protect historic fabric and/or where there is a structural need
- Leadwork: renewing or repairing roof leadwork, redesign of substrate. Where there is a history of lead theft: installation of security systems as part of a repair project or replacement of roof covering with suitable alternative material that will not adversely impact on the character or significance of the building

- Permanent access to carry out future maintenance: installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection
- Disposal of rainwater: wide-ranging repair or replacement of rainwater disposal systems, both above and below ground (including archaeological supervision costs), overflows and weirs to rainwater disposal systems, increasing numbers or sizes of gutters or outlets to improve a building's longer term sustainability and resilience to the effects of climate change
- Walls: necessary repairs to external walls including work to their structure, surfaces, decorative elements on the wall surface and wall-coverings, renders and plasters or claddings, including replacement stone
- Windows, including historic window glass and protective glazing, and doors: repairing or replacing windows and doors on a like-for-like basis, including their frames, glazing, ironmongery and other fittings, repairing stained and painted glass windows and historically important plain glass
- External features: necessary repair or replacement of existing external features such as urns, statues, balconies, canopies, barge-boards, shutters, clock faces, flagpoles, weather vanes and sundials, where these contribute to the significance of the site
- Internal structures, features and fixtures: repairs to floors, ceilings, walls and partitions, doors, floorboards, wall panelling and plain or decorative plasterwork, wall paintings and historic wallpaper, as long as these form part of the significance of the site. The repair or conservation of fixtures can be considered provided they are really fixed or integrated with the building structure (rather than an easily removed piece of furniture for example) and form part of the significance of the site. Examples include architectural sculpture and monuments. The fixture should be in urgent need of conservation
- Damp: works to deal with moisture problems if the source of the problems has been correctly identified and will be resolved by the proposed works, measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building.
- Upgrade to building services identified as urgently needed to be carried out (within 1-2 years) in a report by a suitably qualified professional. Prioritised works might include the installation of appropriate fire detection systems and passive measures such as the compartmentalisation of roof spaces

- Upgrade to building services identified as urgently needed to be carried out (within 1-2 years) in a report by a suitably qualified professional. Prioritised works might include renewal of dangerous or defective wiring, where there is risk of fire damage, the installation of appropriate fire detection systems and passive measures such as the compartmentalisation of roof spaces
- Other similar conservation work agreed in advance with Historic England, including repair or alteration work to facilitate improved visitor access
- Temporary protection: applicants must allow for appropriate weather protection given the need for the grant-aided works to be completed by 31st March 2021. A temporary roof with associated encapsulation to provide effective weather protection and to significantly mitigate against the risk of disruption from adverse weather will be considered eligible where appropriate. When specifying the use of lime mortars, applicants should anticipate the worst case scenario and require appropriate measures to accommodate cold weather working and/or curing. Scaffolding should be well sheeted to protect from wind and rain and ideally should cover wall heads. Allowance should also be made to heat the scaffold if the temperatures are forecast to drop below 5°C
- Renewal of services linked to a commitment to working towards net zero carbon emissions.
- Provisional items and/or provisional quantities for additional works associated with identifiable risks relating to specific areas of the proposed work
- Professional fees, including the cost of a quantity surveyor producing the end of project report. Unless otherwise agreed, grant recipients will be expected to employ a quantity surveyor as part of their professional team
- In-house staff directly engaged in critical roles in delivering the capital project. Any staff costs supported through the Culture Recovery Fund for Heritage will not be eligible for support
- Works insurance
- Irrecoverable VAT

Any proposals should be compliant with [Historic England guidance](#).

Ineligible costs include, but are not limited to:

- Works that directly conflict with [Historic England guidance](#)
- Expenditure that will not be capitalised on an applicant's balance sheet
- Exhibition or display infrastructure
- Loose furniture and equipment
- Any work resulting from an event which would normally be insurable
- Maintenance and minor repairs
- General running costs or overheads such as, but not limited to, additional administrative staffing and insurance
- Demolition or removal of any part or element of a building, monument, park or garden and the removal of complete structures, including trees
- Any work not based on an adequate understanding of the site
- Works that do not have the necessary consents in place or in process at the time of application
- Works to sites that do not typically (i.e. pre-March 2020) allow at least 28 days public access.
- General contingencies

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Assessment criteria

Applicants will be assessed against a number of weighting criteria relating to:

- Where financial support is most needed, such as heritage within economically challenged areas (e.g. those ranking highly with regards to the English Indices of Deprivation) and/or where heritage assets are a key part of the local cultural fabric
- Sector capacity building – projects that offer skills development and training opportunities in order to increase capacity and resilience in the sector
- Visitor numbers – projects at sites demonstrating historically (pre-March 2020) high visitor numbers
- Economic use - projects bringing vacant buildings or parts of buildings back into economic use
- Regional spread – achieving a geographic spread of projects
- Relative urgency – the urgency of the work considering what the perceived risk is if no action is taken
- Impact of Covid-19 on the site and its operation
- Applicants making a commitment to safeguarding jobs
- Applicants making a commitment to bringing unused floorspace back into use
- Applicants making a commitment to increasing public participation in their heritage attraction
- Applicants making a commitment to increasing audience and organisational diversity
- Applicants making a commitment to working towards net zero carbon emissions
- Applicants making a commitment to increased educational outreach

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Conditions

Any funding offered must be spent by 31st March 2021.

If funding is offered, you will receive a formal offer letter and schedule of conditions. These will set out the purpose and amount of the funding, the period of time to which the funding relates, the arrangements for monitoring and review, and the standard conditions that apply to all funding under this scheme. The funding may also be subject to special conditions, which will be detailed in the offer letter. A draft contract will be available before the close of applications. All successful applicants will be asked to publicise the decision in an appropriate manner.

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

- That any necessary consents or permissions have already been granted or are in process
- The funding is not to be used for any party political activity
- Historic England must be acknowledged in any publicity about the work
- Funding not used for the approved purpose/s is recoverable
- Monthly reports detailing performance against the work programme must be submitted
- An end of project report and monitoring form must be submitted by a quantity surveyor by the end of April 2021
- Commitment to adhere to the [Code of Conduct for Recipients of Government Grants](#)
- Commitment to adhere to [legislation relating to State Aid](#)

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Monitoring and evaluation

A main point of contact within Historic England will be identified for each grant awarded. That individual will be responsible for monitoring the progress of the grant-aided project or programme of projects on behalf of Historic England according to reports submitted by the funded organisation.

Monitoring will be based on an agreed work programme and progress will be measured against milestones established in the agreement between Historic England and the funded organisation. Funded organisations will be expected to provide succinct written progress reports at specified times, normally monthly, including a final project report by a quantity surveyor. We may also ask to see financial records and records of staff time for the project or programme of projects.

Funded organisations will be expected to assist Historic England to measure the impact of the grant aid by providing information reasonably requested for this purpose. Any contractors paid for with grant funds will also be asked to cooperate with our external evaluators by providing financial and other information - including any relevant raw data - to them on the understanding of complete protection of their private data.

Funded organisations will also be required to ensure data can flow to relevant parties such as DCMS and any external evaluators.

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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 including statements of income and expenditure for the agreed project or programme of projects, and a performance report.

Funding will be paid in two instalments: 80% at the beginning of October after the grant has been awarded and contract completed and 20% at an agreed milestone in 2021 which will be outlined in the grant contract (in advance of completion of the works by 31st March 2021). We will require funded organisations to hold grant funds in a restricted account as a condition of the funding agreement. Monthly reporting is likely to be required after the initial payment through to the completion of the works.

If the actual cost of work exceeds the proposed eligible costs we will be unable to increase your grant. At the end of a funding agreement, we will assess actual expenditure and compliance with scheme requirements, and any overpayment will be recovered.

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Data protection

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/>

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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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Submission of applications

Applications should be submitted no later than midnight on the **28th August 2020**. We will announce our funding decisions before 25th September 2020 for funding from October 2020. Grant offer documents will be sent to successful applicants in late September 2020.

Applications should be submitted electronically in PDF format to:
CRF.MajorWorks@historicengland.org.uk.

If you have any questions regarding your application or the overall programme, please contact: CRF.MajorWorks@historicengland.org.uk.



Historic England

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

Please contact CRF.MajorWorks@historicengland.org.uk with any questions about this document.

HistoricEngland.org.uk

If you would like this document in a different format, please contact our customer services department on:

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Publication August 2020: v1.0

Product Number: HE0041

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Design: Historic England