

City of Brechin THI
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PROJECT GRANT PROCEDURE

1. The project manager notifies owners of identified potential grant aided schemes. An application pack accompanies the letter.
2. The owner confirms interest in writing.
3. The project manager meets the applicant on site to discuss the outline of the project.
4. The applicant fee tenders for an architect accredited in building conservation. A list of architects accredited in building conservation can be provided by the R.I.A.S. (0131-2297205).
5. The applicant announces the appointment of the professional team.
6. Applicant, appointed agent and project manager meet to discuss the project in detail.
7. The agent tenders for the agreed work (at least three competitive tenders) and applies for all relevant statutory consents.
8. The applicant submits the completed THI application form. The following needs to accompany the application: the confirmation of VAT status and ownership, a professional fee tender report, detailed plan proposals and specifications, a tender report, three priced bills of quantities and a programme of works.
9. The project manager acknowledges the application and checks the application with the view to recommend for funders approval to the Project Support Group and the Partnership Executive.
10. The project manager presents the grant application to the Project Support Executive for consideration and where required submit to grant funders for approval.
11. If successful, a contract between the Townscape Heritage Initiative and the applicant will be sent out.
12. The applicant submits the signed contract to the project manager.
13. Angus Council will send a copy of the signed contract to the applicant.
14. Only now can the agent instruct the contractor to commence work on site.
15. The project manager will monitor the work closely for compliance with the conditions of grant. Any change from the original accepted proposal needs to be agreed by the project manager and should be reported immediately to avoid jeopardising the grant.
16. Grant will be paid after submission of interim and final certificates.
17. The finished work will be used to illustrate the success of the grant-aided project.

