



EST. 1980

SMALL GRANTS SCHEME - NOTES FOR APPLICANTS

Enquiries to Martin Higgins, Conservation Officer on 01483 518758
martin.higgins@surreycc.gov.uk

THE SCHEME

The Surrey Historic Buildings Trust was set up in 1980, with the broad objective of preserving the county's historic heritage for the benefit of both the people of Surrey and the nation at large. In accordance with this objective, the Small Grants Scheme aims to encourage individuals or groups to restore or conserve significant architectural features through the provision of financial assistance.

Grants are typically up to £1500 for an individual project but in exceptional circumstances may be increased to a maximum of £3,000. It is permissible to apply for more than one grant to a building within the same year where clearly defined separate operations are being undertaken.

ELIGIBLE WORKS

Applications relating to a wide range of architectural features will be considered where the cost including VAT is over £5,000. Examples include, window glazing bars, brickwork, masonry, exterior doors, hinges and locks, garden features, paving, gates and railings, church table tombs and monuments, but not works to the main fabric of places of worship.

INELIGIBLE WORKS

Work to the main fabric of a place of worship.

Reroofing, including rethatching.

Work by local authorities unless to structures in closed burial grounds.

Work required as a condition of a planning permission, lease or similar legal agreement.

Works by an individual who has altered a protected building without the consent of the relevant planning authority and works to make good unauthorised works

TERMS AND CONDITIONS

- 1 Applications must be made on a Small Grants Application Form (attached), and a signed paper copy returned to the Conservation Officer of the Surrey Historic Buildings Trust.
- 2 Within five years of the purchase of a property the Trust is unlikely to grant-aid if the need for the works ought to have been taken into account at the time of purchase.
- 3 An inspection of the relevant architectural feature will generally be required to be carried out on behalf of the Surrey Historic Building Trust before a grant can be made.

- 4 Applicants should where possible produce two detailed estimates. In the case of highly specialised work, a single estimate may be acceptable.
- 5 The application **cannot be considered** unless it is accompanied by **photographs** of the building and, where available, plans should also be submitted.
- 6 Work on the project covered by the application must not have commenced before a written offer of a grant has been made.
- 7 An offer will be made on the basis of the nature and scope of the work, no individual offer exceeding the sum of £3,000.
- 8 Payment of grant will, as a general rule, be dependent upon the applicant making some contribution towards the cost of the work.
- 9 Completion of the work shall be reported as soon as it occurs to enable the Trust to inspect and determine that it has been satisfactorily undertaken, prior to the release of the grant.
- 10 If final costs exceed or fall short of the original estimates by a significant amount, Surrey Historic Buildings Trust may adjust the amount awarded as it considers appropriate.
- 11 Any difficulties or disputes which cannot be resolved will be referred to the Board of Management of the Surrey Historic Buildings Trust, whose decision will be final.
- 12 Applicants must agree to allow the Surrey Historic Buildings Trust to carry out ‘before’ and ‘after’ photography of any project, if it wishes to do so.
- 13 Applicants must agree to allow the Surrey Historic Buildings Trust to include in its publicity material details of any work carried out through the Small Grants Scheme as and when it wishes.
- 14 The Trust will normally require replacement windows to be single glazed to ensure the correct detailing of glazing bars.
- 15 Applicants are responsible for obtaining any statutory consent that is necessary such as listed building consent from the local planning authority.
- 16 Any grant not claimed within three years of the original application will lapse automatically, unless an extension to the deadline has been agreed by the Trust.
- 17 Where a property is sold within five years’ of the receipt of a grant the Trust will request repayment of the grant on a tapering basis, reducing by one fifth of the grant each completed year.

*Registered Office: County Hall, Kingston upon Thames Surrey KT1 2DN
Registered Company No: 1469964 Registered Charity No: 279240*

**THE SURREY HISTORIC BUILDINGS TRUST
SMALL GRANTS SCHEME**

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Grant reference
SHBT /

Registered Company No: 1469964 Registered Charity No: 279240

APPLICATION FOR FINANCIAL ASSISTANCE

Application is hereby made to Surrey Historic Buildings Trust Ltd for financial assistance towards the restoration and/or conservation of the architectural features described below.

The notes provided with this form have been read and the terms and conditions that are set out therein are accepted.

I/We certify that the information given on this form is correct to the best of my/our knowledge and belief.

Signature(s) Date

Please complete the following sections in **BLOCK CAPITALS**:

1 Address of property for
which assistance is requested:
.....
.....
.....

2 Full name(s) of applicant(s):

Name to which any
grant cheque should be payable.

Address (if different
from above):
.....
.....

Telephone Number:

3 Name and address of Agent
if completed on behalf of
applicant:
.....

Telephone Number:

4 Please give a brief description of the work for which assistance is being sought. You must also provide copies (not originals) of two detailed estimates. Where the contractors' quotations do not give details of the works, these should be identified on a separate specification.

5(a) Are you the owner of the property in respect of which assistance is sought? If not, please give details.

(b) Date of purchase of the property?

(c) Is the property freehold or leasehold? If leasehold, has the freeholder agreed to the work being carried out?

(d) Is the property subject to a mortgage? If so, has the Building Society agreed to the work being carried out?

6 Please indicate whether you have applied or intend to apply for financial assistance on historic building grounds in connection with these works from any other body eg Historic England/English Heritage, Borough/District Councils.

Details of the application and this form when completed should be returned to martin.higgins@surreycc.gov.uk and a signed copy of the form posted to the address below:- (if folded this will fit in a standard window envelope)

Martin Higgins, Conservation Officer
Surrey Historic Building Trust
Surrey History Centre
130 Goldsworth Road
WOKING
Surrey GU21 6ND
Telephone No. 01483 518758

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Date considered:

Amount offered:

Conditions:

Authorised by:

Offer letter sent:

Completion notified:

Authorisation to Treasurer: