



SMALL GRANTS SCHEME NOTES FOR APPLICANTS

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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 10% of a project's cost, up to a maximum grant of £5,000. 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, specialist roofing materials, exterior doors, garden features, paving, gates, railings, church table tombs and monuments.

INELIGIBLE WORKS

1. Works to the main fabric of a place of worship, except in exceptional circumstances such as requiring specialist materials.
2. Reroofing of non-specialist roofing materials, such as clay tiles.
3. Work by local authorities unless to structures in closed burial grounds.
4. Work required as a condition of a planning permission, lease or similar legal agreement.
5. 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 Scheme Application Form (below) and submitted either hard copy or preferably digitally.
2. Within three 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. A site visit to the relevant architectural feature will generally have to be carried out by the Surrey Historic Buildings Trust before a grant can be made.

4. Applicants should produce two detailed estimates which clearly identify what works are being proposed. In the case of 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. The Trust will normally require replacement windows to be single glazed to ensure the correct detailing of glazing bars.
7. Work on the project covered by the application must not have commenced before a written offer of a grant has been made.
8. An offer will be made on the basis of the nature and scope of the work and the Surrey Historic Buildings Trust will typically contribute up to 10% of the cost of a project with no individual offer exceeding £5,000.
9. The work carried out must follow the specification or description of work outlined as part of the grant application. Any deviation from this must be agreed by Surrey Historic Buildings Trust or the grant may not be paid.
10. Applicants are responsible for obtaining any statutory consent that is necessary such as listed building consent from the local planning authority or a faculty from a diocese.
11. The Trust will only pay a grant after the work has been completed. It will be necessary to allow a member of the Surrey Historic Buildings Trust to inspect the work and determine that it has been completed satisfactorily prior to payment.
12. If final costs exceed or fall short of the original estimates by a significant amount, the Surrey Historic Buildings Trust may adjust the amount awarded as it considers appropriate.
13. 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.
14. 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.
15. 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.
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 may 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**

*Registered Company No: 1469964 Registered
Charity No: 279240*

For official use only.
Grant reference

SHBT/

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.

Applications can be completed either digitally or by hand. If completed by hand, please complete in **BLOCK CAPITALS**:

1. APPLICANT DETAILS

Full name(s) of applicant(s)	
Organisation and job title (if applicable)	
Address	
Name cheque should be made payable to	
Email address	
Telephone	

2. ABOUT THE BUILDING

Address of the building	
Owner details (if different from above)	
Date of purchase	

Is the property freehold or leasehold?

Freehold Leasehold

If leasehold, has the freeholder agreed to the work?

Freeholder has agreed Freeholder has not agreed Not applicable

3. ABOUT THE WORKS

Please give a brief description of the proposed work

You must provide copies of two detailed estimates. Where the contractors' estimates do not give details of the works, these should be identified on a separate specification.

What is the estimated cost for these works including VAT?	£
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Can you claim back VAT?

Yes No

Has statutory permission been agreed with the relevant authority?

Yes No Not required

Have you applied, or are you intending to apply for, financial assistance for these works from any other body? Please provide details

How did you know of the grant scheme?

Website Local Press Local authority Website Word of Mouth Other

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

Signature(s):

Date:

After completing this form please scan a copy and return to christopher.reynolds@surreycc.gov.uk with any additional documents. Please note, we are unable to receive zip files.

Alternatively, you can post a copy to:
Chris Reynolds, Built Heritage Assistant
Surrey Historic Buildings Trust
Room 340
County Hall
Penrhyn Road
Kingston upon Thames
Surrey
KT1 1EU

For official use only.

Date considered:

Amount offered:

Conditions:

Authorised by:

Offer letter sent:

Completion notified:

Authorisation to Treasurer: