



## Section 1 Applicant Details (continued)

<b>6 Property Insurance</b> (Proof should be submitted with this application)	
<b>7 To Whom Should The Grant Be Paid</b> (Normally this will be the Applicant)	
<b>8 Is The Owner / Applicant Related To (Or Is) An Employee Of Scottish Borders Council</b> (If so please give details)	
<b>9 Is This A Joint Application</b> (If so please give details)	

## Section 2 Project Details

<b>10 Brief Description of Proposed Works</b> (For Example: Attic Conversion, Internal Alterations)	
<b>11 Brief Description of Eligible Works</b> (For Example: Repairs To Roof, Restoration of Traditional Windows)	
<b>12 Current Use of Property</b>	
<b>Proposed Use of Property</b> (If Different)	
<b>13 Name of Professional Agent</b> (If Required)	
<b>Address of Professional Agent</b> (A building professional with experience of conservation work is required for all applications in excess of £5,000)  Postcode	
<b>Prof. Agent Telephone Number</b>	
<b>Prof. Agent Email</b>	
<b>14 Details Of Formal Consents</b> (If Applicable)  Listed Building Consent:  Planning Permission:  Building Warrant:	

Section 2 Project Details (continued)	
<b>15 No. of Employees At The Property</b> (Commercial property only)	
<b>16 Specification &amp; Drawings Enclosed</b> A suitable specification and relevant drawings for the works are required for all applications in excess of £5,000)	YES/NO
<b>17 Programme / Timetable</b>	Proposed Start Date:  Proposed Completion Date:
<b>18 Summary Of Competitive Tenders For The Works</b> A minimum of 2 tenders must be submitted for works below £5,000. with a minimum of 3 tenders submitted for works in excess of £5,000. Contractors must demonstrate suitable experience and the tenders must detail eligible costs for each element of the works.	1.  2.  3.
<b>19 Total Grant Eligible Costs</b>	A - Lowest Contractor's Tender (Ex. VAT) £  B - Professional Fees (Ex. VAT) £  C - Total (C = A+B) £ <u>                    </u>  D - VAT (If Applicable) * £  E - Total Grant Eligible Costs (E = C+D) £ <u>                    </u>
<b>20 Contractor Questionnaire Completed</b>	YES/NO
<b>21 VAT Is Reclaimable</b> Grant is only paid on VAT if VAT is not reclaimable by the applicant	YES/NO
<b>VAT Registration No.</b> (If Applicable)	
<b>22 Other Sources Of Grant</b> (Delete As Appropriate)	*No other grants are being sought / have been offered for this work  *An application for grant aid is being sought / has been offered towards this work, full details are given below

### Section 3 Checklist

Please ensure that you have included with your application form:

- Consent of owner (if applicable)
- Confirmation of VAT status
- Description of works. This should include drawings, specification etc. as appropriate
- Copies of all consents obtained to date (Planning / Listed Building Consent etc.)
- Tenders obtained on a competitive basis
- Timescale for the works
- Relevant photographs of building
- Proof of Ownership and Insurance (This can be a grant condition if not readily available)

### Section 4 Declaration

I understand that making this application does not entitle me to grant aid as a right and that I will receive no financial assistance for work carried out prior to the approval of the grant.

I confirm that costs associated with the services provided by a professional agent in preparation of information associated with the grant application are eligible for inclusion but where a grant application is unsuccessful then these costs will **NOT** be reimbursed.

I declare that **ALL INFORMATION** given on this application form is truthful, accurate and that information has not been deliberately withheld.

I have the power to accept any grant offer made subject to conditions and the power to repay all or part of the grant in the event of the conditions not being met.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If acting on behalf of an organisation, the applicant must confirm that the project is within the objectives of the applicant's constitution, and that they have the power to accept the grant including conditions and the power to authorise repayment where grant conditions are not being met.

Any misleading statements, whether deliberate or accidental, given at any stage during the application process or any material information knowingly withheld, could render this application invalid and may require repayment of any grant.

One completed copy of this application form together with the relevant information as detailed above should be submitted to:

**Director of Environment and Infrastructure  
Scottish Borders Council  
Newtown St. Boswells  
MELROSE TD6 0SA**

**NO PROJECT SHOULD START OR EXPENDITURE BE COMMITTED BEFORE RECEIVING A FORMAL GRANT OFFER – NO RETROSPECTIVE GRANT APPLICATIONS CAN BE CONSIDERED.**

## Section 5 General Notes

- Selkirk Conservation Area Regeneration Scheme (Selkirk CARS) is a partnership project between Scottish Borders Council, in conjunction with a community based Selkirk CARS Steering Group, and Historic Scotland for a heritage led regeneration project for Selkirk town centre.
- The primary focus of the scheme will be to offer grant support towards repair works to traditional buildings, and will include supporting complementary initiatives, such as traditional skills training, to increase awareness and understanding of the town's rich heritage.
- The project is funded by Historic Scotland and Scottish Borders Council and will run until March 2018.
- The majority of older properties within the defined Selkirk CARS boundary are eligible for consideration for grant aid for traditional repair and restoration works, including shopfronts and commercial properties. Normal maintenance work is not eligible and the works must be carried out to accepted conservation standards by a suitably experienced building contractor and/or professional. Grant aid cannot be offered for works already completed.
- Building contractors and professionals working on Selkirk CARS funded projects are required to demonstrate to the applicants that they have the relevant experience and skills to undertake repair works to traditional buildings to the satisfaction of Scottish Borders Council and Historic Scotland. This does not, however, necessitate contractors and professionals to have formal accreditation from a conservation body in order to carry out works eligible for Selkirk CARS funding.
- Where a building contractor and/or professional does not possess the relevant traditional skills, the Selkirk CARS Team can assist with sourcing relevant training opportunities and, where possible, offer funding support. Building contractors/ professionals should contact the Selkirk CARS Project Officer to discuss potential training opportunities/ funding (where appropriate) in the first instance.
- Selkirk CARS does not operate an approved contractor scheme and will not provide potential applicants with details of building contractors or professionals. It is the responsibility of the applicant to ensure that an appropriate contractor is appointed. Guidance notes are available.
- Specification for traditional repairs and standards of workmanship will be assessed by the Selkirk CARS Project Officer to ensure that accepted conservation standards are being achieved. Where specification and/or workmanship are deemed to be deficient grant funding will not be offered/paid until rectified.
- An explanation and details of accepted conservation standards can be found in the Historic Scotland *Advisory Standards of Repair* document which is free to download at:

**[www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)**

- Further information on Selkirk CARS eligibility criteria and details on prioritisation of repairs for grant funded projects can be found in the Selkirk CARS Grant Guidance document which is free to download at:

**[www.scotborders.gov.uk/selkirkCARS](http://www.scotborders.gov.uk/selkirkCARS)**

You can get this document on tape, in large print, and various other formats by contacting the Selkirk CARS Project Officer at the address below. In addition, contact the Selkirk CARS Project Officer at the address below, for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

#### **Data Protection**

Scottish Borders Council is registered under the Data Protection Act. The information on this form will be held on a computer for the purposes of administering Selkirk CARS. This information may be passed to relevant employees and Historic Scotland.

The Council is under an obligation to properly manage public funds. Accordingly information provided on this form may be used to prevent and detect fraud, and may be shared for the same purpose with public bodies or other organisations which handle public funds.

**For further information on Selkirk CARS please contact:  
Colin Gilmour - Selkirk CARS Project Officer  
Environment and Infrastructure, Scottish Borders Council,  
Council Headquarters, Newton St Boswells, Melrose TD6 0SA  
Telephone: 01835 825563 Email: selkirkCARS@scotborders.gov.uk**



HISTORIC SCOTLAND  
ALBA AOSMHOR