

# DEWSBURY

## TOWNSCAPE HERITAGE INITIATIVE

# GRANT APPLICATION PROCEDURE

1. Contact the THI Officer and discuss your project ideas to establish eligible works and types of grants available. Also refer to the THI Information Booklet for further information on eligibility. To be eligible to apply, the property must be within the THI area and you must either own the property, or be a leaseholder with a minimum of 10 years or more still to run on your lease.
2. If you think you are eligible you will need to complete an 'Expression of Interest Form'. This can be done together with the THI Officer.
3. You'll be required to engage an architect, registered with the Royal Institute of British Architects (RIBA), Architects Registration Board (ARB) or Chartered Institute of Architectural Technologists (CIAT), who can demonstrate experience of conservation practice. The architect will then develop your scheme and apply for any necessary planning permissions, building regulations and any other statutory requirements.
4. You are required to present the following, from suitable contractors experienced in conservation works:
  - For grants below £15,000 - three written quotations.
  - For grants above £15,000 - three tenders
5. Upon selecting a contractor with approval from the THI Officer, you then will need to submit a full grant application.
6. A valuation of the property will be required and agreed with the THI Officer. For 'Vacant Floor Space Grants' a 'Development Appraisal' and estimated completed value shall also be required.
7. Your application will be assessed by the THI Grants Board and the Heritage Lottery Fund (HLF). You will be informed of the outcome, eight weeks from receiving all necessary information.
8. If your application is successful you will be required to sign a grant agreement, and for grants £15,000 and above, a legal charge for the purposes of 'clawback' (a proportion of the grant repayable should the property be sold within 10 years).
9. You can then appoint your contractor and sign a contract of works with them.
10. The architect shall oversee and sign off the works in stages and submit interim payments to the THI Officer to approve.
11. You shall pay the contractor in full, then upon submission of receipt of payment, you shall then be paid that element of the grant. A retention of 10% shall be withheld until completion of all the works and final inspection by the THI officer.
12. Throughout the works and upon completion you will consent to construction display boards / banners, a plaque, publicity, press releases and photographs to be taken.

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