

## **Conservation Area Grant Scheme: The Kasbah, Grimsby**

**Funded jointly by Historic England and North East Lincolnshire Council**

# **Grant Advice Note**



These notes provide information on how to apply for a grant and are for guidance only.

Please contact the Grimsby Heritage Project Manager for further information.

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## 1 Background

This grant scheme forms part of a wider programme of regeneration at the Port of Grimsby. It is open to applications from January 2025, and is focused on the Kasbah Conservation Area. The scheme finishes in March 2027, by which time all grant-funded works must have been completed.

This partnership grant scheme is open to current and future tenants who wish to play a key role in reviving the Kasbah as a flourishing commercial centre for Grimsby through heritage-led regeneration. It will support the economic re-use of heritage assets, including both listed and unlisted buildings within the Kasbah Conservation Area (see map on p.6). This will support the effective management and maintenance of heritage assets and help to sustain the development of specialist craft skills and employment in the area.

The partnership scheme includes the award of grants to repair and/or reinstate important architectural or historic features, and to encourage the economic re-use of vacant premises as part of a wide regeneration programme for the area.

### *Key points:*

- The scheme will support the economic re-use of heritage assets, including both listed and unlisted buildings within the Kasbah.
- The aim of the scheme is to improve the historic environment of the Kasbah Conservation Area.
- Grants will be focussed on the re-use of vacant buildings, but can also extend to current tenants.
- Grants covering up to 100% of eligible costs are available to new tenants where the building requires a full programme of refurbishment to bring it back into use, up to a maximum of £150,000.
- Grants covering up to 90% of eligible costs are available to existing tenants where the building is already in use, up to a maximum of £150,000.
- Grants will be paid in arrears on receipt of a grant claim with evidence of invoices/payment for works undertaken.
- The scheme is funded by North East Lincolnshire Council and Historic England, with support from Associated British Ports.
- All works must be carried out to a high standard, using appropriate materials and qualified tradespeople

## 2 Works that can be funded

The projects that can be supported through this partnership scheme should help to reverse the process of decay whilst maintaining or enhancing the historic interest and character of the Kasbah Conservation Area.

Because of the value we place on retaining historic fabric, we believe that a number of small repairs to elements of the historic building fabric are often more appropriate than complete renewal. When replacement is necessary, it should be done on a like-for-like basis. Reinstatement of lost historic features will also be considered where evidence of this exists, and where it will benefit the appearance of the conservation area. Where it exists, the Heritage Project Manager may be able to make historical information on the buildings available to help inform the design process.

Please note that all works other than repair will require planning permission, and all works to listed buildings will require listed building consent.

This scheme can provide grants for the following works:

- **Temporary building works** - including work to protect a structure from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing.
- **Roofs** - repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney-stacks and pots, cupolas and balustrading.
- **Permanent access to carry out maintenance** – if difficult access in the past has prevented proper maintenance, grants can cover works to improve this.
- **Removing rainwater** – works to ensure that rainwater is effectively discharged from the building.
- **Walls** - repairs to external walls, including work to their structure, surfaces, and decorative elements on the wall surface, re-pointing, and repairs to wall-coverings or claddings.
- **Windows and doors** – repairs, including their frames, glazing, ironmongery and other fittings.
- **External features** – repairs to features such as flag poles, chimney cowl, pulleys / hoists, canopies, bargeboards and shutters, where these contribute to the special architectural or historic interest of the building.
- **Damp** – measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building.
- **Professional fees** – Where a grant is offered for works costing £20,000 or more, a competent professional with relevant specialist conservation knowledge, ability or experience must be appointed by the grant recipient, e.g. a Conservation Accredited Architect.

- **Value Added Tax** - In general, grants will be offered on the expectation that all work is liable to VAT (unless some or all of the work will be zero-rated). Grants will only cover any VAT payments which you are unable to recover from HMRC (e.g. if you are not VAT registered).
- **Preliminary costs and insurance** - The formal contract between the yourself and your contractor will set out preliminary costs, such as hoardings, contractor's facilities and access for vehicles. The grant that we offer may take into account these costs. Scaffolding and hire of cranes or a mobile elevating work platform (MEWP) can also be included.

### 3 Works that cannot be funded

Partnership scheme grants cannot be offered towards the following types of work:

- **Demolition** – the removal of any part of the building does not normally qualify for a grant, though exceptionally grant may be offered for:
  - the careful dismantling of a structure that threatens to damage surrounding historic fabric;
  - careful dismantling prior to reinstatement;
  - the removal of later additions of little merit which alter or obscure the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement.
- **Conversions, alterations or adaptations of buildings** - includes all new work such as additions to buildings and basement or loft conversions.
- **Modernisation** – work which removes historical features from the building, both internally and externally, and destroys the historic plan form.
- **Building services** – the provision or renewal of building services, for example new heating systems or rewiring (except in the exceptional circumstances that failure to renew or replace building services systems puts the historic fabric at risk), although the entire rainwater disposal system is eligible.
- **Maintenance and minor repairs** – This is work that we would expect to be carried out on a regular basis to prevent the building from deteriorating, such as the cleaning out of rainwater goods, checking of flashings and roof coverings for slipped slates or tiles, removal of plants, redecoration including cleaning of metalwork and regular repainting of joinery.
- **Speculative restoration** – Reinstatement of lost historic features will only be considered where evidence of this exists.

### 4 Who can apply?

If you are a tenant or leaseholder of a building within the Kasbah Conservation Area, or you are in the process of becoming one, you can apply for a grant (see map on next page). If the property or

any part of the property is jointly tenanted, all tenants must agree to the application and the grant conditions. Proof of tenancy or your negotiations with Associated British Ports (ABP) must be provided as part of your application.



## 5 Grant Rates

Grants for eligible works (see [Section 2](#)) can be awarded as follows:

1. Where the full refurbishment of a vacant building is required, applicants can apply for up to 100% of eligible costs, up to a maximum grant of £150,000.
2. Where building is already tenanted, or requires minimal internal works to bring it back into use, applicants can apply for up to 90% of eligible costs, up to a maximum grant of £150,000.

## 6 Application Process

The Grimsby Heritage Project Manager will support you throughout the application process, which has two main stages:

1. An Expression of Interest and in-principle offer which identifies that the project is eligible and allocates an estimated sum to cover the intended works.
2. A full application which includes any planning permissions, full detailed designs and a tender report for the cost of works.

### 6.1 *Expression of Interest*

- If you are interested in applying for a grant, please contact the Heritage Project Manager for a discussion
- If you have not yet agreed a tenancy for a property at the Kasbah, please contact ABP Properties to discuss your options
- Complete and submit your expression of interest form
- The HERITAGE Project Manager will then meet with you to discuss your plans in more detail and visit the property with you.

### 6.2 *Offer in Principle*

- If your proposed project is eligible, it will be considered by the North East Lincolnshire Heritage Grants Panel, which is an independent, voluntary expert panel.
- You may be asked to provide additional detail, such as plans, drawings, annotated photos and a draft schedule of works for the grant panel to consider.
- If you are successful, you will receive an offer in principle, which confirms that your project will be supported by the scheme should you submit a full application form.
- This is not permission to start works - you will now need to complete a full application so that the grant panel can confirm your grant

### 6.3 Full Application

- If it is required, you should have planning permission in place, or have begun the application process. You will also need to have tendered for the work (see [Section 9.3](#)) before you can submit your full application.
- Historic England will also consider the design, specification and costed schedule of works, and may request amendments and/or improvements.
- When the tender process is complete, costs and designs have been finalised, and your application has been submitted, the grant panel will again consider your full application to confirm that the project is still eligible for the grant that was offered in principle.
- The project manager will then seek confirmation to award the grant from Historic England and North East Lincolnshire Council through a formal sign-off process.

### 6.4 Grant Offer

- If you are successful, you will receive an offer of grant, and a grant agreement contract.
- Work can begin as soon as you receive and sign your grant agreement, and if your lease agreement or a pre-lease Tenancy at Will with ABP is signed.
- It is important that work does not begin before the full offer and grant agreement is received, signed and returned to the Heritage Project Manager.

## 7 Completing your Expression of Interest

If you are interested in applying for a grant, please complete the Expression of Interest Form. This is used to gather sufficient information to assess whether the proposed works meet the grant criteria. If successful, you will be invited to complete a Full Application. If you are unsuccessful feedback will be provided, and you may have the opportunity to be assessed again in future rounds.

### 7.1 What you will need to include

- Details of the property, including the building number as shown on the map on page six of this advice note, and whether the building has previously had a repair grant.
- Written confirmation that you have agreed a tenancy with ABP, or are in the process of doing so (e.g. copies of emails)
- Proposed use of the building once works are complete
- An outline of the proposed works, including details of any structural defects that you are aware of which will need to be rectified, and information on any historic features that you plan to reinstate. All proposed works must respect the character and integrity of the building, and of the conservation area. Depending on the extent of the proposed works, we may ask you for drawings of elevations and a draft schedule of works. If you already have these, please submit them with your expression of interest.

- An estimate of the total project costs, including the cost of non-eligible works.

Following submission of your expression of interest, the Heritage Project Manager may wish to visit the property with you to discuss your plans in more detail.

## 7.2 *Personal Data*

North East Lincolnshire Council collects and processes your personal data including your name, address, email address and telephone number for the purpose of administering your grant application. We will process your personal data in accordance with the Data Protection Act / General Data Protection Regulation, and only disclose your personal data to our partners Associated British Ports and Historic England, and to the Grants Panel, as part of the grant process, unless required to do so under the Data Protection Act or other legislation. Your information will be retained for a period of five years from the date of your grant. For further details about the processing of your personal data please see our Full Privacy Notice available [here](#).

## 7.3 *Assessment Criteria*

Expressions of interest will be considered in relation to the following:

- Location** – the building must be within the Kasbah Conservation Area
- Condition** - buildings in a worse state of repair or which require re-instatement of lost historical detail are of higher preference
- Occupancy** - vacant buildings are more at risk and therefore of higher preference
- Viability** - future use and sustainability of proposed works
- Value for money**
- Impact** of works and the potential to be a catalyst for regeneration of other buildings
- Heritage Significance** - local and national significance of building

## 7.4 *Grants Panel*

If your project is eligible (see [Section Two](#)), it will be considered by an independent grants panel. You may be asked to provide additional detail for submission to the panel, such as plans, drawings, annotated photographs and draft works/costs schedules. The Heritage Project Manager will discuss this with you and let you know in advance if additional information is required.

The Grants Panel usually meets quarterly, although EOI's can be submitted to them via email for consideration between meetings. A decision will be made within one month of the panel meeting, and you will be notified of the outcome in writing by the Heritage Project Manager.

If you are unsuccessful at this stage, feedback will be provided and you are welcome to submit a new Expression of Interest form which takes this in account.

**Please note that grants are discretionary, and it may not be possible to fund all eligible projects.**

## 8 Offer in Principle

If the Grant Panel support the award of grant for the proposed works, you will be sent an offer in principle, and will be invited to submit a full application. This is not a final decision, but it confirms that your project will be supported by the scheme if your full application meets the requirements outlined below. It does not, therefore, give you permission to start works. Works should only begin once you have received and signed a lease agreement, Heads of Terms, or pre-lease Tenancy at Will for the property with ABP.

## 9 Preparing your Full Application

When you receive your offer in principle, you will also be invited to complete a full application. For this, you will need to have applied for and ideally have in place all relevant permissions, including planning permission/Listed Building Consent. You must also have tendered and assessed all quotes the works (including professional advisers), and agreed the final designs and specifications following consultation with the grant scheme partners including Historic England.

### 9.1 *What you will need to supply with your application*

- You must be able to demonstrate your interest in the property. Please provide a copy of your Lease Agreement, Tenancy at Will, or Heads of Terms agreed with ABP.
- Contact details for your architect or professional advisor, who must be Conservation Accredited.
- In addition to providing an updated project summary on the application form, you will also need to provide:
  - A full specification of works which should include details of materials and a method statement
  - A costed schedule for the works
  - Drawings: relevant annotated plans (including a red line plan), elevations and cross sections at an appropriate scale
  - Photographs of elevations and architectural details. If you have access to any historic photographs, please provide copies of these along with a current photograph taken at the same angle. Photographs should be good quality, high resolution images, with permissions in place for our use in our project publicity.
- A tender report with recommendations regarding contractor appointment – at least three tenders must be obtained for eligible works exceeding £5,000. The tender report should include:

- Confirmation that due diligence has been carried out for all tenders received, including checks to ensure that contractors are suitably qualified and registered with an appropriate body.
  - Evidence that any contractor carrying out structural work under the grant scheme shall provide “all risks” insurance cover and hold adequate public liability insurance.
  - A written justification if the recommendation is to accept a tender other than the lowest tender.
- Planning permission, building regulations and in many cases other building consents and statutory approvals, such as advertisement consent, may be required for the works. If you have not already done so, you should speak to the planning department at NELC about these, and think carefully about suitable advertisements that would gain consent. Copies of any decision notices should be provided with your application.
  - A heritage statement which includes the rationale for the proposed works will be required as part of your planning application. Please also submit a copy of this with your grant application.
  - Details of any other grants you have applied to or received offers for. You will also need to supply evidence of your ability to pay your contribution of the project costs. Please note that grants are paid in arrears (see [Section 13](#) below).
  - Information on the estimated social and economic benefits of the project including the number of people to be employed on the project.

## *9.2 Professional Advisors*

Professionals should have relevant specialist conservation knowledge, ability or experience and should be a conservation-accredited architect (AABC Registered or RIBA conservation architect) or a RICS conservation-accredited building surveyor. Fees must demonstrate value for money.

## *9.3 Tendering and Appointment of Contractors (Eligible Work Costs)*

As the grant scheme is financed with public money, the Council requires that a competitive process is followed for architects, consultants and contractors. This means that you will need to engage appropriate professional advice at the outset.

To ensure best value for the grants, the costs of eligible works should be supported by tenders or quotations from contractors, secured following a competitive process. You should invite tenders from contractors known to be able to achieve the standards required and with demonstrable experience of working on conservation projects. Three tenders must be obtained for eligible works exceeding £5,000 in total.

The grant offer will be based on the most competitive tender. If you want to accept a tender other than the lowest, you must submit reasons why with your application. For example, contractors who include places for apprenticeships and trainees during project work will be welcomed by the grant panel, but this may mean that the quotation is higher. If the Grant Panel do not agree with your reasons, any grant awarded will be reduced by a percentage, which reflects the difference between the lowest acceptable tender and the one that you accept.

If it has not been possible to obtain a minimum of three tenders / quotations, and a valid reason is provided for this, an independent Quantity Surveyor at Historic England can be asked to cost check the quote(s) that is submitted with your application.

Any contractor carrying out structural work under the grant scheme shall provide “all risks” insurance cover and hold adequate public liability insurance in the event of a claim being made, unless otherwise agreed in writing with the Council. They may be asked to provide evidence of that insurance. It is your responsibility to ensure that this is complied with.

## **10 Grant Panel**

The independent grant panel will meet again to confirm whether, on receipt of your full application, your project remains eligible for a grant through this scheme. The panel will confirm that they are happy to support a grant being offered, and on this basis the Heritage Project Manager will make recommendations for the contributing bodies, the Council and Historic England, to approve this.

## **11 Grant Agreement**

If your project remains successful and the panel recommend that the grant is offered, a decision to approve it will be made by the Council and Historic England within 60 days, and a Grant Offer Letter and Grant Agreement will be sent to you requesting your acceptance of that offer. You will be required to agree to the terms and conditions detailed in the Grant Agreement within one month.

An offer of a grant and the formal acceptance of that offer constitute a legal contract between you and the Council. The grant will be based on the eligible works detailed in your application. These will also be highlighted in your contract.

If you are offered funding and you sign a Grant Agreement, the grant-work must be completed within one year of signing the Agreement. We are happy to share a template version of the Grant Agreement with you in advance if you ask us to do so.

### **11.1 Legal Requirements**

The criteria for the grant scheme has been developed to meet the requirements of the Subsidy Control Regime as set out in the UK Subsidy Control Act 2022, and as defined within Part 2, Title XI, Article 3 of the UK-EU Trade and Cooperation Agreement (TCA), the World Trade Organisation’s

Agreement on Subsidies and Countervailing Measures and the Subsidy Control provisions in the UK's Free Trade Agreements.

You will be asked to complete a Subsidy Control Declaration by the Heritage Project Manager, in which you must provide details of all other public funding that you may have received in the current and the previous two financial years.

The primary beneficiary of subsidy for this scheme is the landowner Associated British Ports. The subsidy to you as the grant recipient, is the value of any rental holiday that is agreed with ABP and included in your lease. This will be assessed by the Heritage Project Manager, and you will receive a subsidy notification to sign once this is confirmed with ABP.

## **12 Starting the Work**

Once the Grant Agreement has been signed work must commence within six months and be completed within a year. Work must not start until written approval is given, a start-up meeting arranged and a schedule of works submitted (with timeframe and milestones). You must also have signed your Lease Agreement or a pre-lease Tenancy at Will with ABP before any works can begin at the property. Please take this into account when filling in the estimated start date in your application.

The project will be periodically monitored to ensure work is progressing satisfactorily and that the Grant Agreement is being adhered to.

## **13 Grant Payments**

### ***13.1 Pre-contract costs***

Before the grant is approved and the grant agreement is signed, all initial project costs are at the grant applicant's risk. Any pre-contract costs, such as planning consents, surveys and architect fees, must be paid by the applicant.

### ***13.2 Costs of eligible works***

The grant is claimed on the basis of invoices that you have paid against the eligible costs. You will need to provide the Heritage Project Manager with relevant invoices, architect's certificates, and evidence that payments have been made. Up to 90% of the costs can be claimed prior to completion of the works. We recommend that a payment schedule is agreed with your contractors at the start-up meeting, which grant payments can be aligned to.

If there is an overspend on the grant-aided works the grant will not be increased. If the total cost of grant-aided works is less than indicated in your application, the amount of grant funding will be

reduced. The grant payment will be withheld until the Heritage Project Manager is satisfied that all works have been completed to the required standard.

Should the cost of eligible works increase, or the need for additional works becomes apparent during the project, this should be discussed with the Heritage Project Manager at the earliest opportunity.

## **14 Publicity**

Historic England and North East Lincolnshire Council reserve the right to display hoardings during the building work and use photographs and details of your project in promotional literature.

## **15 Completion**

Following completion of the project the Heritage Project Manager will visit the site to assess the completed works and ensure compliance with all terms and conditions. Following this visit, the final 10% of the grant, or 100% if no claims have been made, will then be released. You will be asked to submit original copies of paid receipted invoices and copies of certificates for the works undertaken for which you are claiming grant funding.

A grant will not be paid for work that does not meet generally accepted standards of quality and accuracy in materials and/or workmanship. Work should be completed by the approved contractor and sub-contractors as per the approved schedule of works, plans and drawings.