



MENTER TREFTADAETH
TREFLUNIO DINBYCH
A'R RHYL
DENBIGH & RHYL
TOWNSCAPE HERITAGE
INITIATIVE



CLAIMING YOUR TOWNSCAPE HERITAGE INITIATIVE GRANT

Townscape Heritage Initiative (THI) grants may be claimed once the eligible works have been completed. As you will normally have to pay your professional consultant and building contractor before being able to make a claim for reimbursement of the grant, you will need to ensure that you have sufficient funds to cover these payments before the project starts. For grants exceeding £10,000, interim claims may be made by prior agreement to assist your cash flow. In all cases, claims must be accompanied by the appropriate proof of expenditure.

Submitting a Claim

Claims should be made by your professional consultant, using standard THI Grant Claim Forms. They should be submitted to Denbighshire County Council, marked for the attention of the THI Project Manager. Each claim should state clearly the address of the property for which the grant is claimed and the reference number quoted on the grant offer letter. Separate claims will be required where a Town Improvement Grant has been awarded. All forms must be signed by the grantee *not* the consultant.

Each claim for THI *and* TIG payments must include:

- architect's or surveyor's certificate(s) and receipted account(s) in respect of all work for which grant is being claimed
- an itemised statement or schedule of work showing how the expenditure relates to those items of work which have been approved for grant by the Council. If works that are not eligible for grant assistance are being carried out at the same time, the expenditure which relates to the grant assisted work should be shown separately
- VAT on eligible and ineligible costs, which should be identified separately. As part of the THI application process, your consultant or accountant will have confirmed whether you are able to reclaim VAT, and the VAT rates applicable to the each part of works.

Professional Fees

Professional fees are normally eligible for grant assistance. During the development stages of a project, you will pay the professional consultants direct up to RIBA work stage D (detailed proposals and statutory consents). Subsequent fee invoices may be forwarded to the THI Project Manager, for payment to the professional consultant directly, up to the maximum level of 70% grant assistance.

Interim Payments

Interim payments may be made periodically against completed work which is certified by your professional consultant as detailed above, unless the THI contribution towards the grant is under £10,000. For projects with a THI contribution between £10,000 and £25,000, a single interim claim may be made. Claims would normally be made on a monthly basis where the THI contribution is over £25,000.

Cyngor Sir Ddinbych mewn partneriaeth gyda / Denbighshire County Council in partnership with:





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Cynllun Grant Adfywio Adeilad Hanesyddol
A Historic Building Regeneration Grant Scheme

Final Claims

In all cases, 10% of the grant will be withheld until all the works have been completed to an appropriate standard, and in accordance with the approved specification. The final payment will only be made when the contractor's final account has been agreed with your professional consultant and the THI Project Manager.

When Completed Works Cost More or Less than Tendered

All payments (including interim payments) will be made as a proportion of the eligible costs incurred. Payment will be calculated at the same percentage as the grant offer, as it represents the basis of the grant award. Should the actual cost of the grant assisted works be less than envisaged, the payment will be reduced accordingly on pro rata basis. There is no provision to increase the grant award. Only where circumstances are exceptional, and where the THI Project Manager has been kept fully informed, will any additional expenditure incurred in carrying out the works be considered.

Where you have made payments to professional consultants of more or less than your 30% contribution towards fees, this will be rebalanced as part of an interim or final claim.

Payment of the Claim

Once a claim is received a site inspection is required before the claim is forwarded to our Creditors Section. If all is in order the payment should be received within 4 weeks of its submission. The payment will be made by cheque and paid to the applicant at the address given on the application form.

Payment in respect of Town Improvement Grants will be made direct from the Welsh Assembly Government; if payments are to be transferred through the BACS system, you will have been asked to provide bank details with your formal acceptance of the TIG.

Your Obligations

Please do not forget that you are obliged to ensure the building is cared for once the grant has been paid. You must undertake to

- insure the property to such a standard and in relation to such risks as is reasonable
- maintain the property in a manner consistent with the works undertaken to the building and to the character and appearance of the area
- notify the Council before selling or otherwise disposing of the property

for a period of at least 5, and up to 10, years from the date of completion of the project, depending on the level of the grant award. You will be advised of the length of this period at the time a grant award is made. You may be required to repay all or part of the grant if you fail to comply with these requirements.

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