

SUMMARY: THI GRANT APPLICATION PROCEDURE

Information for Potential Applicants

1. Contact the THI Officer and discuss your project ideas to establish eligible works and types of grants available. To be eligible to apply, the property must be one of the 46 identified properties within the Carrickfergus 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 a registered architect, ideally one 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 requirements. Architects are to be appointed to provide a full service, RIBA Plan of Work stages A to L inclusive. Any variation in the level of appointment must be brought to the attention of the Carrickfergus THI Project Board.
4. A minimum of three competitive tenders should be invited, and the applicant should seek to include only contractors, which are known to have demonstrated a capability of achieving the standards of quality required.
5. Upon selecting a contractor and after further consultation with the THI Officer, you then will need to submit a full grant application.
6. A valuation of the property may also be required and should be discussed with the THI Officer. For 'Vacant Floor Space Grants' a 'Development Appraisal' and estimated completed value shall also be required. This is also known as the 'conservation grant calculation.'
7. Your application will be assessed by the Carrickfergus THI Project Board and if approved subsequently rubber stamped by the Heritage Lottery Fund (HLF). You will be informed of the outcome, approximately eight weeks from receiving all necessary information.
8. If your application is successful you will be required to sign a third party grant agreement with Mid and East Antrim Borough Council and in certain circumstances a legal charge may be put in place 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 and Board 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.