



Quantock Landscape Partnership Scheme

Reimagining the Manor



Made possible with
Heritage Fund

Quantock Hills
Area of Outstanding Natural Beauty



Quantock Landscape Partnership Scheme Heritage Grants Fund

Guidelines for Applicants

This grants programme is part of the Quantock Landscape Partnership Scheme (QLPS). It aims to enable individuals and communities within the QLPS to conserve and restore built and natural heritage within the QLPS area. The Quantock Landscape Partnership Scheme is funded by The National Lottery Heritage Fund.

The Grant Scheme is intended to support;

- **New hedge planting**
- **Hedgerow restoration** (gapping up, coppicing, hedgelaying – including works to historic beech hedges)
- **Traditional Orchard creation**
- **Traditional Orchard restoration**
- **Wildflowers for Wildlife projects**
- **Planting of individual trees in a parkland or existing hedgerow setting**
- **Tree surgery to individual trees of particular landscape or wildlife importance**
- **Restoration or repair of a heritage building or other historic feature**
- **Replacement or repair of traditional fingerpost road signs by Parish Councils**

Applications for other heritage projects of a capital nature may be accepted – please discuss possibilities with the QLPS team before making an application to see if it would be worthwhile to proceed.

- **Project costs can include fencing and tree guards where it is necessary** (eg to protect a new hedge)

It is important that all applicants read this guide as it gives additional information to that contained within the application form. All applications must be made on the application form and a variety of supporting documentation is required.

For more information about the Quantock Landscape Partnership Scheme, or to discuss a potential application, please contact the QLPS team. **Contact Jem Gibson for natural heritage proposals:** jem.gibson@somerset.gov.uk 07855 284369. **For historic heritage proposals contact Dan Broadbent:** dan.broadbent@somerset.gov.uk 07887 853755.

What will the scheme fund?

Costs that **can** be supported are:

- Capital costs for work to plant or restore hedgerows and trees as above
- Capital costs for ground preparation and seed for wildflower projects
- Capital costs for work to restore or repair historic buildings or features
- Exceptionally, other capital costs for heritage projects may also be supported

Costs that **cannot** be funded:

- Recoverable VAT (if you are not VAT registered, then VAT can be applied for)
- Retrospective costs (costs incurred or committed to before receiving the Grant Offer Letter)
- Work for which the applicant already has a legal responsibility, e.g. as a planning condition or which forms part of an Agri-Environment Scheme agreement
- Maintenance costs after the project has been completed e.g. weeding, on-going mowing of a heritage site
- Projects that do not deliver sufficient public benefit (e.g. on private land away from any publicly accessible viewpoint)
- Any work to dwellings, whether owner occupied or rented
- On-going management costs

How much do we give?

The Quantock Landscape Partnership Heritage Grants Scheme offers grants to cover up to 75% of project costs, or, where an applicant is doing works to trees or hedgerows with their own labour, at Stewardship grant rates. The maximum grant amount will be £10,000 but most are expected to be significantly less than that. The minimum grant will be £500.

Prospective applicants should be aware that the Scheme is unlikely to be able to fund a total of more than three or four projects restoring or repairing historic buildings. Significantly more budget is earmarked for tree and hedgerow work.

A second grant can be applied for 12 months after the date of the offer letter for a first grant provided that the first QLPS Heritage Grant-funded project has been satisfactorily completed.

Unsuccessful applicants will be given feedback on their application and may re-apply as soon as they wish - each application will be assessed on merit.

How do I apply?

If you think that you have a proposal that might fit the criteria and would offer good public benefits, we recommend that you contact the QLPS team in the first instance. They can give you a view on whether your application is likely to be successful and any additional supporting information that might be helpful for you to provide. Normally they will meet you on site to discuss the proposal.

If you decide to go ahead with an application, you'll need to agree a specification for the work and get at least one quote from an external contractor (we may ask for more than one, particularly for projects costing more than £3000) and seek any necessary legal consents and the written agreement of the

landowner if you're not an owner-occupier. Then submit your application, being sure to include all the items on the checklist.

Applications will be assessed by a panel drawn from the governing QLPS Partnership Board, which will meet at least twice a year.

Applications will be scored on the basis of their direct public benefit (visibility/accessibility), heritage value, any additional factors such as community or volunteer involvement, and cost, to produce an overall decision based on value for money for the Landscape Partnership Scheme.

If you are successful in your application

Successful applicants will be sent a Grant Offer letter detailing the grant awarded and a Terms and Conditions of Grant document, which must be signed and returned to indicate that the conditions have been accepted.

Projects should not normally take longer than 12 months to complete, unless agreed otherwise.

After returning your signed Terms and Conditions document you will receive notification from us to start your project.

Evaluation and Payments

While the work is underway, or once it has been completed, we may visit the project to check that the works have been carried out according to the specification and to a satisfactory standard before releasing payment. If we have concerns, we will agree with you what needs to be done to rectify the situation.

All grants will be paid in arrears on receipt of evidence of expenditure, provided that the work has been completed as described in the application and to a satisfactory standard. Grant must be claimed within one month of the date of your payment of the final contractor's invoice (or of the work being completed, if you are doing it yourself). Interim payments may be possible by advance agreement if the grant is for a programme of works over more than 1 year.

After the grant has been paid

You will be required to maintain the hedge, trees, or heritage building or feature for at least 10 years after the work has been completed.

This means that you will, for instance, need to weed newly planted trees or shrubs until they are established and maintain any fencing or tree guards.

If more than 10% of any newly planted trees or shrubs die in the first two years you must replace them (you are advised to make this a condition of your contract with the person or company doing the planting, so that the ultimate liability and risk rests with them).

If you sell the property, this condition must be passed on to the successor in title as part of the conditions of sale.

Failure to abide by these conditions may result in you being required to repay the grant.

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants e.g. the QLPS Heritage Grant Scheme Panel. We may also share information with other organisations with a legitimate interest in QLPS applications and grants or for protection from, or detection of, fraud.

For more information contact;

For more information about the Quantock Landscape Partnership Scheme, or to discuss a potential application, please contact the QLPS team. **Contact Jem Gibson for natural heritage proposals:** jem.gibson@somerset.gov.uk 07855 284369 **For historic heritage proposals contact Dan Broadbent:** dan.broadbent@somerset.gov.uk 07887 853755.