

Appendix 2: Proposed grant process for the Coalville Frontage Improvement Scheme

Stage 1

Applicant makes contact

Stage 1 application form. Basic details taken, including property ownership

Project officer conducts land registry check

Initial discussion between project officer and architectural consultancy to discuss project, eligible works and options

Meeting between applicant, architectural consultancy and project officer

Architectural consultancy to determine other professional support required, including surveys, and appoint on behalf of the applicant as necessary

Preparation of sketch design

Architectural consultancy prepares required detailed documents, including working drawings, schedule of works and specification

Architectural consultancy to apply for all necessary permissions, consents and approvals

Architectural consultancy prepares report for panel, including an estimate of the total cost of the proposed works

Stage 1 grant panel meeting

Applicant informed of panel decision in regard to whether the project progresses to Stage 2

Stage 2

Architectural consultancy prepares documentation to source competitive quotes from contractors.

Architectural consultancy to approve contractors, with necessary checks undertaken. Three quotes required from contractors known to be able to achieve the standards required and with demonstrable experience of working on conservation projects.

Architectural consultancy issues drawings, schedule of works and specification to contractors.

Quotes returned. Applicant, architectural consultancy and project officer to approve.

Applicant to complete Stage 2 application form

Architectural consultancy prepares report for grant panel and identifies the chosen contractor

Stage 2 grant panel meeting at which panel considers the Stage 2 application form and report of the architectural consultancy

Grant offer letter sent to applicant

Confirmation of start date and programme of works

Works on site

Architectural consultancy to conduct inspections and site meetings

Completion on site and architectural consultancy to issue certificate of practical completion

Architectural consultancy to compile the maintenance and operational strategy for the frontage

Short written report provided to project team

Grant claim with invoices

Payment to applicant, with 2.5% retention fee held back

Submission of evidence of payment from applicant

Architectural consultancy to issue a certificate of making good defects 12 months after practical completion

Payment of 2.5% retention fee to grant applicant

Submission of evidence of payment from applicant