



# Small Grant Scheme Application Form

**the green** Townscape Heritage Initiative

<b>1. PROPERTY</b> (For which grant is sought)	Name of property:
	Full address:
	Post code:

<b>2. APPLICANT DETAILS</b> ( i.e. person(s) or body responsible for repairs)	Contact name:
	Full address (if different from above):
	Post code:
	Telephone:
	Email:

<b>3. STATUS OF APPLICANT</b>	E.g. householder, developer, charity:
	Are you fully responsible for the cost of repairing and maintaining the property?:
	If not, please supply the contact details of who is, or where respective responsibilities lie:

<b>4. DESCRIPTION OF PROPOSED WORKS</b>	Present Use:
	Proposed use (if changing):
	Summary and nature of repairs / re-instatement of architectural detail:

<b>5. IS THE BUILDING A LISTED PROPERTY?</b>	Yes/No:	
	If yes, please indicate which category - A, B or C(s) :	

<b>6. HAVE ALL STATUTORY CONSENTS BEEN APPLIED WITH?</b>		Date applied for	Date awarded/expected
	Planning permission		
	Listed building consent		
	Building warrant		

<b>7. ARE YOU VAT REGISTERED?</b>	Yes/ no:	
	If yes, what is your VAT reg. no.?:	

<b>8. FINANCIAL DETAILS</b> Please give a breakdown of costs of the proposed work. Are these costs based on:		
Estimate		Total cost of the project
Fixed price quotation/tender		VAT (if applicable)
		<b>Total</b>

<b>9. OTHER FUNDING</b> Please indicate other sources of grant and private contributions to the above costs.	Amount	Organisation	Approved Y/N?	Date of approval expected

<b>10. PROGRAMME</b>	Expected start date:
	Expected end date:

<b>11. CHECKLIST</b>	Detailed plan proposals / specification of works	
	Visuals (minimum of 3 good quality images / prints)	
	Copies of current grant offers	
	Copies of (at least 3) competitive tenders / estimates	

<b>12. DECLARATION</b>	All the information given above is to the best of my knowledge truthful and accurate. I understand that to make a materially misleading statement at any time during the application process could render the application invalid and the applicant liable to return any grant already paid.
	Where the applicant is an organisation: I declare that the project is within the objects of the applicant's constitution. I the applicant have the power to accept the grant (and the conditions that apply) and have the power to repay the grant if the grant conditions are not met.
	I the applicant/organisation accept that all grants are discretionary and this will be subject to the terms and conditions of a legal agreement.

<b>13. SIGNATURE</b>	Signed:
	Date:

Completed form should be returned to:

THI Project Manager  
The Green Townscape Heritage Initiative  
9th Floor St Nicholas House  
Broad Street  
Aberdeen  
AB10 1BW

Telephone: 01224 523318

[www.aberdeencity.gov.uk/greenthi](http://www.aberdeencity.gov.uk/greenthi)

<b>For official use only</b>	
Date received:	
Reference number:	


## Data Protection Statement

### How The Green Townscape Heritage Initiative Uses The Information/Data Collected

The information collected upon this form is recorded manually and on computer and stored securely for the purpose of processing the application.

The Green Townscape Heritage Initiative (THI) will process this information (including any personal details about you such as, your name, address and contact details contained in the application form) fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. In order to assist THI in keeping information accurate and up to date, the applicant and, where applicable the agent should notify THI immediately of any changes to the information which has been entered on the application form.

For the purposes of processing the application, THI is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. Applicants and agents have a right to obtain details of the personal information which THI holds about applicants and agents subject to the payment of a small fee. Such a request is known as a "subject access request". Subject access requests to obtain information/data held about applicants and agents should be made in writing to -

 Data Protection Liaison Officer  
The Green Townscape Heritage Initiative  
9th Floor St Nicholas House  
Broad Street  
Aberdeen AB10 1BW

### Disclosure of Information/Data

Information will be disclosed only in accordance with the requirements or otherwise as required by law, including disclosure to the THI partners - Aberdeen City Council, Aberdeen City Heritage Trust, Heritage Lottery Fund, Historic Scotland and Scottish Enterprise - as required for the purposes of determining the application.

