

Traditional Farm Buildings Grants Guidance

Closing date for applications: 10am on 26 September 2017

1. Introduction

Stories in Stone is a four-year scheme being delivered by the Ingleborough Dales Landscape Partnership. The Yorkshire Dales Millennium Trust (YDMT) is the lead partner. The scheme is funded by the Heritage Lottery Fund, as well as other public and private sources, and runs until late 2019.

The scheme will deliver a wide range of conservation and community projects under four programmes:

1. Historical Ingleborough: the built and cultural heritage of the Ingleborough Dales is conserved, restored and celebrated.
2. Natural Ingleborough: the natural heritage of the Ingleborough Dales is conserved, restored and celebrated.
3. Discover Ingleborough: people can access, understand and participate in the heritage of the Ingleborough Dales more easily.
4. Skills for Ingleborough: people have the knowledge and training to maintain, restore, manage and celebrate the heritage of the Ingleborough Dales.

2. Traditional Farm Buildings

Traditional farm buildings, generally stone-built field barns, are a distinct feature of the area. Stone-built barns began to replace timber barns in the early 18th century. The buildings are constructed with locally quarried limestone, mudstone 'slate', or gritstone, though lintels, sills and quoins are generally of sandstone or gritstone. These simple buildings display a range of details of local building traditions and they provide us with valuable information about the area's rural and social history and how we lived, built, farmed and produced our food. They are a direct and tangible link to the past and a testament to the skills and craftsmanship of local builders and the sheer hard work of generations of farmers.

However, changes in agriculture such as silage making and the modern requirements for housing and milking cattle have made the field barn largely redundant and the majority are falling into disrepair.

In recognition of the value of traditional farm buildings, *Stories in Stone* is running a grant scheme to ensure that traditional farm buildings of significant heritage value within the scheme area (see map on page 4) are conserved for agricultural use.

3. What are Traditional Farm Buildings Grants?

These are grants of between £5,000 and £25,000 to help landowners and tenants pay for the restoration of traditional farm buildings (including roofs, walls, windows and doors) and related structures such as historical yard surfaces, walls, gate pillars and gates. Grants can cover up to 90% of the costs (up to a maximum grant of £25,000), with the balance being met by the applicant. Grants are not to be used to replace agri-environment or other state aid based funding. Where VAT is recoverable by the applicant, the grant will be based on the figure excluding VAT.

To be eligible for the scheme, a building must be non-residential, built with traditional materials and methods in a characteristic local or vernacular architectural style, and make a contribution to their setting in the landscape. Eligible works are those that maintain the character and integrity of the building using traditional building techniques and materials such as lime mortar. The works should be the maximum needed to secure the survival of the building into the future, whilst at the same time being the minimum necessary to ensure that the building is weathertight and stable.

The building must be in a fair condition: ruined buildings where more than 50% of the building has been lost will not be considered. Reinstatement of previously existing features which were removed (such as a building which has lost its roof) will only be considered if there is strong evidence (eg old photographs) of their former appearance.

4. Completing your application

Before completing your application please carefully read this guidance. Application forms and guidance can be downloaded from www.ydmt.org/resources or can be emailed or posted to you - contact Chris Lodge, Project Officer, on 015242 51002 or chris.lodge@ydmt.org. Chris will be able to tell you if your project is eligible and give you advice on completing your application.

If you are a tenant you will need to get your landowner's permission, preferably before submitting your application - please contact Chris for a consent form.

5. Submitting your application

Please return your completed application form and supporting information to Chris Lodge, Stories in Stone, Yorkshire Dales Millennium Trust, Old Post Office, Main Street, Clapham, LA2 8DP.

Applications can also be emailed to chris.lodge@ydmt.org

Please keep a copy of the completed application for your records.

6. Application process

This application is the first step in the process. All applications will be screened to ensure eligibility and any that do not meet the requirements will not be assessed further. All eligible applications will be assessed by an expert panel comprising external and internal expertise.

Assessments will take into account the building's historical and landscape value, location and visibility, availability of in situ walling stone, roofing flags or slates, timbers etc, function (eg hay storage, livestock management, better management of nature reserve), value for money, etc.

The grant scheme has limited funding and so we will not be able to support all applications. If your application is considered to be of high importance then we will arrange and pay for a conservation specification to assess the necessary works to the building. Copies of the survey will be provided to you so that you can obtain at least three quotes. If the price is acceptable to you and us, we will send you our formal Grant Offer. We will also commission and pay for a bat/bird survey of the building, which will take place next spring.

The key steps and timetable of the application process are shown on page 3. Key deadlines that applicants must adhere to are in bold. **Applications submitted by applicants who fail to meet any of the deadlines will be rejected.**

7. Conservation specification and project supervision

It is important that an appropriately qualified conservation consultant provides advice and oversees the works to be carried out. YDMT will appoint and pay for a conservation consultant, and all successful applicants must liaise with the conservation consultant.

The conservation consultant will, on behalf of the applicant, submit a conservation specification on the works proposed, supervise the project as it progresses, and upon completion sign off on the costs claimed and the standard of works carried out.

The conservation specification will include such information as:

- A concise description of the existing structure, noting its significance, appearance, setting, condition, present use, floor area (if building applied for), brief architectural history (if available), and the materials it is made of
- A concise description of the works proposed, identifying the issues that are causing risk or decay, what remedial repairs are proposed, how they will be done, what materials will be used and how the fabric will be conserved
- Photographs and/or other illustrations
- Details of on-site supervision and monitoring.

8. Wildlife

Many farm buildings and farmyards provide roosting sites for bats and nesting sites for birds that are protected by law. A bat/bird survey may be required to identify which species are present and how to carry out the works without affecting them, for example by altering the timing of the repair work. The cost of this survey will be met by YDMT.

If bats or nesting birds are present, the ecologist will apply for a derogation licence from National England which must be obtained before works can commence.

9. Successful applications

You must:

- adhere to the terms and conditions set out in the *Stories in Stone* Standard Agreement (see pages 5-8; some sections are not relevant to building projects)
- maintain the restored building in good repair and condition until at least 31 December 2029 (this being ten years from the completion date of the *Stories in Stone* scheme).

10. Reporting on progress and monitoring your project

You will be expected to let us know when the work starts, how it is progressing, and when it is complete. We will visit you before and after the work is complete to take photographs.

All practical work must be complete by 30 November 2018.

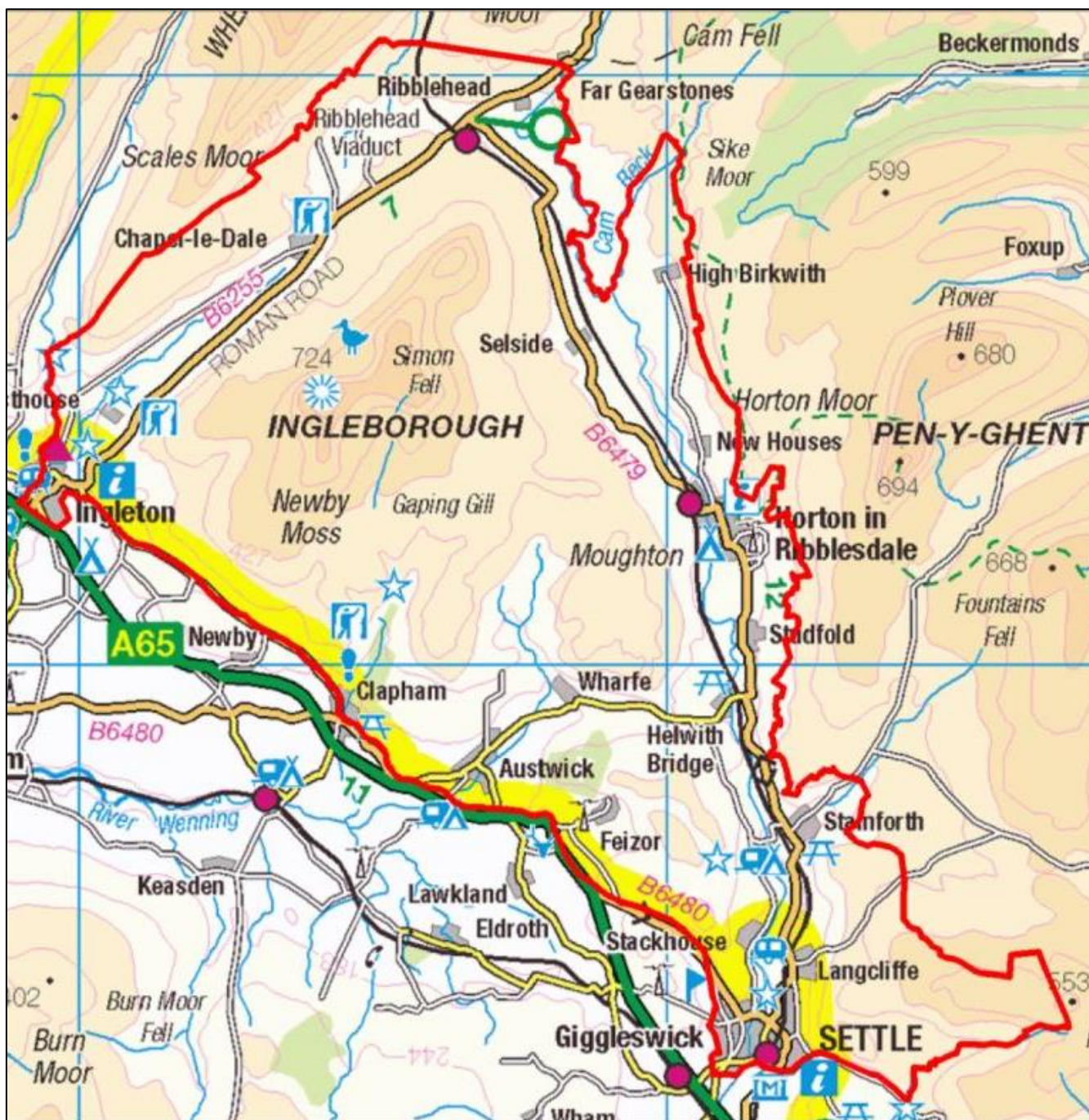
11. Project publicity and acknowledgement

Public support, understanding and appreciation are vital to the success of *Stories in Stone* and the Traditional Farm Buildings Grants. If we give you a grant you must acknowledge it and allow us to publicise the project, for instance by temporarily installing a banner on site during the construction works.

Application process	When
Applicants submit their applications to YDMT	by 26 September
YDMT assesses applications and informs applicants of decisions	18 October
Successful applicants accept provisional grant offers, depending on quotes	by 31 October
Conservation consultant draws up a detailed specification for the building works	November
Applicant uses the specification to get at least three quotes and sends them to YDMT	by 5 January
YDMT assesses quotes and informs applicant of decision	18 January
Applicant confirms their 10% cash contribution	by 26 January
Applications considered for approval by <i>Stories in Stone</i> Board	7 February
Applications considered for endorsement by YDMT Trustees	22 February
Grant offers issued	26 February
Applicants return their signed grant offers	by 13 March
Ecologist carries out a bat survey	April / May
Building work takes place	May - October
Building work completed and applicant pays the contractor	November
Applicant submits a claim form with contractor's invoice to YDMT	November



**If you have any queries please contact Chris Lodge, Project Officer,
on 015242 51002 or chris.lodge@ydmtd.org**

The scheme area



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Additional information © Yorkshire Dales National Park Authority

-  Scheme boundary
-  Yorkshire Dales National Park boundary

Stories in Stone Standard Agreement

I. Definitions and interpretation:

I.1. The following definitions apply to expressions used in this Agreement:

- a) **'we', 'us', 'our'** – Yorkshire Dales Millennium Trust (YDMT), the lead partner of the Ingleborough Dales Landscape Partnership.
- b) **'you', 'your'** – the individual or organisation awarded the Grant as set out in the Grant Offer.
- c) **Agreement** – your Application, these terms entitled "Stories in Stone Standard Agreement", the Landscape Conservation Action Plan (if your Project was included in it), the Heritage Grants Scheme Guidance (if applicable), the Grant Offer and any documents ancillary thereto.
- d) **Application** – any information you send us to support your request for a Grant.
- e) **Approved Purposes** – the purposes for which you have applied for the Grant and how you intend to carry out those purposes as set out in your Application (allowing for any changes that we may have agreed in writing up to the release of any of the Grant).
- f) **Approved Usage** – the use as set out in the Grant Offer to which the Project is to be put following Completion (allowing for any changes that we may have agreed in writing up to the release of any of the Grant).
- g) **Digital Outputs** – all material with heritage content created in or copied into a digital format by or for you in connection with the Project.
- h) **Evaluation Report** – the brief report you must send us before we pay the final instalment of the Grant, telling the story of the Project, its achievements and lessons learned.
- i) **Grant** – the amount to be provided by us as set out in the Grant Offer.
- j) **Grant Expiry Date** – the date by which you must achieve the Approved Purposes as set out in the Grant Offer and by which you will make the final Grant drawdown.
- k) **Grant Offer** – the document confirming our Grant award to you.
- l) **Ingleborough Dales Landscape Partnership** – the partnership of local, regional and national organisations that has developed the *Stories in Stone* scheme.
- m) **Heritage Grants Scheme Guidance (HGS Guidance)** – the document setting out the scope of the Heritage Grants Scheme and how to apply.
- n) **Landscape Conservation Action Plan (LCAP)** – the document developed by the Ingleborough Dales Landscape Partnership to support its funding bid to the Heritage Lottery Fund.
- o) **Project** – the project referred to in your Application that consists of or includes the Approved Purposes.
- p) **Project Completion Date** – the date that we make our final payment and are satisfied that the Approved Purposes of the Grant including all physical works which comprise the Project are complete to our satisfaction as confirmed in writing by us.
- q) **Property** – any assets such as built or natural heritage features, equipment, documents or other assets such as digital properties and intellectual property rights that you buy, create, restore, conserve or otherwise fund with the Grant.
- r) **Stories in Stone** – the Ingleborough Dales Landscape Partnership scheme.
- s) **Third Party** – anybody (other than you) who owns or controls Property listed in the Application.
- t) **Third Party Property** – any Property listed in the Application that belongs to or is controlled by a Third Party.

2. The Grant

- 2.1. You must use the Grant only for the Approved Purposes, unless you get our written approval beforehand.
- 2.2. You must not publicise your Grant award or start work to achieve the Approved Purposes until we acknowledge receipt of the Grant Offer signed by you.
- 2.3. If the Approved Purposes involve buying goods or services or getting work done, you must satisfy us that you have met the procurement requirements set out in the LCAP or HGS Guidance (whichever is applicable).
- 2.4. If the Grant does not cover the full cash cost of the Approved Purposes then before work starts and before any expenditure is incurred you must ensure either you or someone else has agreed to cover the costs of the Approved Purposes that are not covered by the Grant.

- 2.5. You may receive your Grant in more than one payment. The Grant is payable against the outputs and milestones set out in your Application. Before we release the final grant you must send us your Evaluation Plan if we have asked you to produce one.
- 2.6. The amount of the Grant shall not be increased in the event of you overspending or for any other reason, unless you get our written approval beforehand.

3. Achieving the Approved Purposes

- 3.1. You must achieve the Approved Purposes and make your final Grant drawdown by the Grant Expiry Date. The Grant may not be used to fund any works undertaken after the Grant Expiry Date without our written approval beforehand.
- 3.2. You must use your Property, or allow it to be used, only for the Approved Usage.
- 3.3. As well as these terms of grant, you must follow the conditions (if any) set out in the Grant Offer, and address any issues we identify in the course of monitoring.
- 3.4. Any contractors or staff will be employed by yourselves and any monies should be paid to them direct by you.
- 3.5. You must ensure that you and all sub-contractors and organisations and individuals involved in the delivery of the Approved Purposes comply with all relevant health and safety requirements, practices, procedures and guidance.
- 3.6. You must ensure that all works are carried out in accordance with any approved specifications and that all necessary licences and consents are obtained and maintained.

4. Monitoring and evaluating the Project

- 4.1. You must give us any financial or other information and records we may need from time to time on the Grant, your Property, Third Party Property, the Approved Purposes (and achieving them) and the Approved Usage. We will need to see all evidence of spending you have made as part of your Project costs.
- 4.2. You must monitor your Project and, within three months of completing your Project, give us a short Evaluation Report using the *Stories in Stone* template form. The report must satisfy us that the Approved Purposes have been achieved successfully and in accordance with the terms of this Agreement.
- 4.3. You must allow us (or anyone we authorise) to have any access we may need to:
 - a) inspect your Property, Third Party Property and any work to your Property or Third Party Property;
 - b) monitor the conduct and progress of the Approved Purposes; and
 - c) monitor the Approved Usage.
- 4.4. You must keep accurate accounts and records in connection with the Approved Purposes for at least ten years after the end of the completion of the *Stories in Stone* scheme (scheduled for 31 January 2020). You will provide access to these records at the request of us or anyone authorised by us at any time during this period. You will be notified in writing of the completion of the *Stories in Stone* scheme.

5. Your Property

- 5.1. If you use any of the Grant yourself to buy, receive, create, restore, conserve or otherwise fund your Property, you must continue to own it and keep exclusive control over what happens to it. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our written approval beforehand. If we give you our approval, it may depend on any of the following requirements:
 - a) that you pay us a share of the net proceeds of selling or letting your Property within one month of parting with the assets or other goods;
 - b) that you sell or let your Property at its full market value; or
 - c) any other conditions we think fit.
- 5.2. If the Approved Purposes include creating, repairing or restoring your Property, you must maintain the completed Project in good repair and condition and ensure it is used only for the Approved Usage for the period as specified in the Grant Offer.
- 5.3. You must insure or procure the insurance of any works undertaken as part of the Project on your Property under a contractors' all risks insurance policy.
- 5.4. You must keep any objects or fixtures that form part of your Property in a physically secure and appropriate environment.

- 5.5. You must tell us, in writing, within five working days about any significant damage to your Property.
- 5.6. You must arrange for the general public to have appropriate access to your Property as described in the Grant Offer. You must make sure that no person is unreasonably denied access to your Property.

6. Publicity and Acknowledgement

- 6.1. We and the Heritage Lottery Fund (HLF, the principal funder of *Stories in Stone*) reserve the right to promote our association with the Project and make the purpose and amount of the Grant public in whatever way we think appropriate.
- 6.2. We reserve the right to install and maintain at each location where the Project is based or operates such signs, commemorative material and other promotional material indicating the involvement of us or HLF with the Project as we or HLF may require.
- 6.3. You must publicise and promote your Project as widely as possible, but you must get our approval of the content before any materials are produced or distributed.
- 6.4. You must acknowledge the support you have received from *Stories in Stone* and HLF. Acknowledgement must be clear to all visitors using your site, to people taking part in activities, on publicity materials such as job advertisements, press releases, leaflets, invitations and posters, on permanent outcomes such as websites, interpretation panels, educational materials, maps and reports, and in written or spoken presentations.
- 6.5. You must ensure that the following reference is made: "This project is being funded through *Stories in Stone*, an ambitious four-year programme of conservation and community projects concentrated on the Ingleborough area. The scheme has been developed by the Ingleborough Dales Landscape Partnership and is supported by the National Lottery through the Heritage Lottery Fund". Any variations of this must be approved in writing by us.
- 6.6. You must ensure that the *Stories in Stone* and HLF logos are included. The logos must only be used in the exact form provided by us.
- 6.7. You must provide us with digital images (or hard-copy photographs or transparencies) of the Approved Purposes, ideally taken before, during and after completion. You give us the right to use those you provide us with at any time, including putting them into a digital format and altering them. We must be able to use any photos in our promotion of *Stories in Stone* without infringing the rights of any third party. You must get any necessary permission for us or you to use any photograph, transparencies or digital images we ask you for before you send them to us or before you use them.
- 6.8. You should also promote *Stories in Stone* in general, the *Stories in Stone* website and *Stories in Stone* social media channels.

7. Digital outputs

- 7.1. You agree to:
 - a) hereby grant to us an irrevocable, perpetual and royalty-free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind;
 - b) obtain and maintain in force all authorisations of any kind required for you to use, copy, keep and disseminate the Digital Outputs and to grant such licence to us;
 - c) contract to the effect that any creation by you or on your behalf of material which forms Digital Outputs is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner may not commercially exploit it;
 - d) ensure that the Digital Outputs are kept up-to-date, function as intended and do not become obsolescent before the fifth anniversary of the Project Completion Date;
 - e) comply with these terms of grant in relation to the digital files that make up the Digital Outputs for the period agreed in the Grant Offer. For the avoidance of doubt, this includes ensuring that the digital files are held securely and are available on request to the public and to us;
 - f) grant licences in respect of the Digital Outputs under the Creative Commons model licence Attribution Non-Commercial but not on other terms without our prior written consent; and
 - g) not otherwise exploit the Digital Outputs commercially without our prior written consent.

8. Grant payment and repayment

- 8.1. We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with these terms of grant as long as:
 - a) the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from

time to time), and enough funds are made available to us under the Act; and
b) we are satisfied that you or a Third Party are achieving (and will continue to achieve) or have achieved the Approved Purposes in line with these terms of grant and that you are spending the Grant in proportion to any other funds you receive from other sources for the Approved Purposes.

- 8.2. No payment of Grant shall be made until we receive and approve evidence of all spending you have made as part of your project costs (ie copies of receipted invoices, time sheets, Evaluation Report and any other documents requested by us).
- 8.3. We may stop funding in line with these terms of grant if, within six months of the date of the Grant Offer, you have not spent at least 20% of the Grant.
- 8.4. The Grant will be regarded as withdrawn if the Approved Purposes are not completed before the Grant Expiry Date, unless an extension of time has been agreed in writing by us.
- 8.5. If we stop funding in line with paragraphs 8.3 and 8.4, you may still claim amounts you have offered to Third Parties but have not yet paid them at the date we stop funding. You may also claim any amounts we agree should still be available for you to carry out work to the Property.
- 8.6. If we stop funding in line with paragraphs 8.3 and 8.4, you must (if we ask you to) transfer any Third Party contracts to us or to someone we choose.
- 8.7. You shall repay to us any Grant paid to you as a result of an administrative error (by us, you, or any other person).

9. Sanctions and Termination

- 9.1. If you fail to keep to any of the terms of this Agreement, or you change your status, close down or are declared bankrupt or go into receivership or liquidation, we may, by giving notice to you, do any or all of the following:
 - a) suspend payment of the Grant;
 - b) withdraw the Grant;
 - c) require the Grant to be repaid (partially or in full);
 - d) require any Property whose purchase or acquisition has been funded using the Grant to be transferred to us;
 - e) allow HLF to take over and carry forward for its own benefit any proceedings against you and transfer to HLF any rights that we may have as a result of any of the terms of this Agreement being broken; or
 - f) terminate this Agreement.
- 9.2. We may terminate this Agreement at any time on the expiry of not less than 30 days' notice to you.

10. General terms

- 10.1. You may not, and must not claim to, transfer the Grant or any rights under these terms of grant.
- 10.2. You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms of grant and to give us the rights granted to us under them.
- 10.3. If there is more than one of you, any liability under these terms of grant will apply to you all together and separately.
- 10.4. We may rely on any of our rights under these terms of grant at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these terms of grant.
- 10.5. If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these terms of grant if we (or anyone we authorise) give it to you in writing.
- 10.6. Any notice, request or other document we or you send to each other under these terms of grant can be delivered or sent by any effective means.
- 10.7. Any documents you need to send us under these terms of grant are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.
- 10.8. These terms of grant will last until 31 December 2029 (this being ten years from the completion date of the *Stories in Stone* scheme).
- 10.9. These terms of grant cannot be enforced by anybody other than you or us.