



Windows Grant Scheme Form

You can fill in this form online then 'save as' to your computer before emailing back or you can print out the form, write on, then scan and email.

APPLICANT NAME	AGENT NAME
ADDRESS	ADDRESS
Tel	Tel
Email	Email

PROPERTY INFORMATION

ADDRESS OF PROPERTY	
NAME OF CONSERVATION AREA	
NAME AND ADDRESS OF OWNER IF DIFFERENT FROM THE APPLICANT	
APPLICANT'S INTEREST IN THE PROPERTY IF EG OWNER, PROSPECTIVE OWNER, TENANT	
PRESENT USE OF PROPERTY	

PROPOSED WORKS

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED WORKS (please attach any supporting information separately)	
COST OF PROPOSED WORKS	

PLANNING PERMISSION/LISTED BUILDING CONSENT

Please indicate if you have checked if Planning Permission, Listed Building Consent- or a building warrant is required	YES <input type="checkbox"/>
	NO <input type="checkbox"/>
If yes please provide the relevant application number	

FINANCE

Please confirm that you have sufficient finance set aside and available to enable the works to be completed. Reimbursement of any claim will only be made on receipt of paid invoices.	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

PAINTING

External joinery must be painted using traditional methods and good quality oil based paint. This is a condition of the grant. The staining of windows will not be acceptable. The colour of paint must be made in agreement with the Council. Please confirm that you agree to this.	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

Signed

Date

CHECKLIST

Before submitting please check that you have provide the following. Failure to provide this information may delay your application;

- Signed application form
- Supporting information including any photographs
- Any relevant drawings or plans
- Three valid quotations for the works to be carried out

Conditions of Grant

- 1) The offer must be accepted, in writing, within one month, and the work completed by 6 months. The completion date will be indicated within the offer of grant letter. Any requests for extension of time must be made in writing to the Moray Council's Strategic Planning & Development Team.
- 2) The offer of grants is conditional upon the applicant providing the following documents;
 - a) copies of all building warrants, planning and listed building consents and all other consents and approvals required by the Local Authority in connection with the Scheme Works;
 - b) a costed profile of the Scheme Works showing the programme of works to be carried out; and
 - c) evidence that the grantee has sufficient finance set aside and available (taking into account the Grant) to enable the grantee to complete the Scheme Works within the timeframe set out in the offer of grant letter.
- 3) No grant related work should be started before approval, in writing, has been received from the Moray Council.
- 4) Tender costs should be summarised and set out so that any future alteration to the costs (with explanation) can be compared directly with the tendered amount. Figures should also be provided for the following costs expressed as a percentage of the total grant eligible costs:
 - a) Contract preliminaries
 - b) Contingencies
 - c) VAT on works
 - d) Professional fees
 - e) VAT on professional fees
- 5) Payment will only be made on the satisfactory completion and inspection of the work and following submission of all paid, receipted original invoices.
- 6) Grants will be adjusted downwards if the final eligible costs are less than those indicated in the original quotations
- 7) Work must be carried out to the satisfaction of the Moray Council in accordance with the approved plans and specification. Any variations must be agreed in writing with the Moray Council before any works are undertaken.
- 8) The Moray Council reserves the right to take photographs of your property and to use those photographs and/or refer to your property and/or the works carried out to your property in future documents.
- 9) The signing of the application form by the named contact/applicant, the receipt of a formal offer letter from the Moray Council and the acceptance of that offer by the applicant, form the basis of a binding contract between the applicant and the Moray Council.
- 10) The Moray Council also reserves the right to withdraw the offer of grant or require repayment of the grant or a portion thereof where:-
 - (a) You become insolvent before completion of the Grant-Aided Works;
 - (b) It appears to the Moray Council that any of the information submitted in connection with your application for grant is fraudulent, false or materially misleading;
 - (c) If in the reasonable opinion of the Moray Council, you have withheld information which would have had a material bearing on our decision to approve the grant; and/or
 - (d) You fail to observe and comply with any and all legislation applicable to you and/or the terms of any planning or listed building consent and/or building warrant and if you are a tenant of the property to which this grant relates, if you have not obtained the consent of the landlord to the repairs.
- (e) It appears that the applicant will not be able to complete the works within the timeframe set out in the offer of grant letter without providing a valid reason which has been agreed with the Moray Council.
- 11) The Moray Council reserves the right to withhold all, or part of the grant, if any of the conditions are not complied with.
- 12) External joinery must be painted using traditional methods and good quality oil-based paint including preparation as recommended in the paint manufacturer's written instructions. Reimbursement of Grant Award will not be authorised until painting is complete.
- 13) The contractual agreement for the replacement and installation of the windows is between the Grantee and the Contractor carrying out the work.