**Annex 3 – FiPL Historic Building Restoration Grant (HBRG) Funding Guidance**

# **Capital Funding and Additional Revenue Funding**

* The HBRG funding in its entirely (i.e. the capital funding and additional revenue funding for A&G/Admin) can only be used for HBRG purposes, and not fund other approved FiPL projects or activities.
* If additional activities or other items are included with the HBRG activity in the project’s FiPL application, these must be agreed separately by your Protected Landscape (PL) team and/or Local Assessment Panel and funded through your own PL allocation for FY23/24 and/or FY24/25.

## “Capital Funding”

* The majority of HBRG funding awarded will be “capital funding” i.e. for project delivery of approved HBRG activities).
* This grant is a standalone capital grant available through FiPL and pays 80% of eligible costs towards restoration of eligible historic buildings.
* HBRG capital funding is for FY24/25 only. Although applications can be approved and onward agreements issued in FY23/24, no approved HBRG project activities can start or funding claimed before 1 April 2024.
* If any project activities are required prior to that date, including preliminary works or additional advice and guidance (beyond the additional revenue funding offered through the HBRG funding awarded), then this must be taken from your own PL project delivery allocation.
* Please note that “capital funding” can include any project and contract management costs, which should be included as part of the total project funding request.

## “Additional Revenue Funding” (including Advice and Guidance and Admin)

* Defra will award up to 8% of the value of your HBRG funding for use on Advice and Guidance (A&G) and Administration of your HBRG projects (“additional revenue funding”).

For example: if awarded £150,000 in HBRG capital funding, you would also receive £12,000 in “additional revenue funding” for use on A&G and/or Admin, for a combined “HBRG funding” amount of £162,000.

* “Additional revenue funding” can be used to cover the A&G and Admin costs of the project, including developing applications, historic building restoration management plans and drawing on specialist advice and support.
* The proportion of funding awarded in additional revenue funding for A&G/Admin can be split between 23/24 and 24/25 upon request by the Protected Landscape (see “To Claim your HBRG Funding”).
* Unlike your FiPL allocation max allowances for A&G and Admin, the revenue funding awarded through HBRG must be for activities relating to HBRG projects only.  In your monthly FiPL monitoring form returns, the HBRG spend on A&G and Admin must be clearly marked as such i.e. include “(HBRG)” in any relevant activity descriptions under the “Description of Expense” column in the “Admin-A&G” tab.

# **Uncommitted or Expected Underspend**

* In the event of any expected underspend in your HBRG funding (capital funding or additional revenue funding for A&G/Admin that cannot be spent on the HBRG project) or your HBRG project is withdrawn or cancelled, please let the Defra FiPL team know as early as possible ([FiPL@defra.gov.uk](mailto:FiPL@defra.gov.uk)).  The funding will be returned to the HBRG National Pot and made available for other HBRG projects in other landscapes.
* For additional revenue funding for A&G/Admin, you can move any uncommitted funds into the HBRG project delivery budget only. For example: if you are awarded £12,000 in revenue funding and were unable to commit £1,000 of this, this £1,000 can instead be used towards the HBRG project delivery of approved activities.  Please let the Defra FiPL team know when you intend to do this: [FiPL@defra.gov.uk](mailto:FiPL@defra.gov.uk)
* (If you have multiple HBRG projects approved in your landscape) any uncommitted or expected underspend in HBRG capital funding in one project can be used on another approved HBRG project only upon permission from the Defra FiPL team.  In the event of this occurring, please contact the Defra FiPL team with the proposed activities and request for funding to be transferred between projects ([FiPL@defra.gov.uk](mailto:FiPL@defra.gov.uk)).

# **To claim your HBRG Funding**

* Following the HBRG Panel review, Defra FiPL team will confirm your HBRG funding by email (capital funding and additional revenue funding for A&G/Admin). If you will require a portion of your additional revenue funding for A&G/Admin made available in 23/24, please email the Defra FiPL team as soon as possible to confirm the proportion ([FiPL@defra.gov.uk](mailto:FiPL@defra.gov.uk)).
* Once Defra confirms your HBRG allocated amounts for 23/24 and 24/25, Defra will issue a Change Control Notice (CCN) for your landscape to sign on the Atamis portal, adding the HBRG amounts to your existing FiPL grant agreement allocations.
* Once the CCN has been signed, Defra will issue a unique FiPL Capital Purchase Order (PO) number for your landscape.  This number should be used for claiming your capital funding only i.e. the HBRG capital funding.
* To claim your Capital funding, please complete a FiPL claim form (as used for your existing FiPL allocation) using your FiPL Capital PO number and submit to the Defra FiPL shared mailbox ([FiPL@defra.gov.uk](mailto:FiPL@defra.gov.uk)).  The grant should be claimed in full by your landscape as a one-time payment to be made in Q4 of FY24/25 (payment schedule to be provided in the CCN).

In addition, the completed FiPL claim form should include:

* + Section 3: enter the total HBRG capital funding awarded e.g. £150,000
  + Section 6: the period covered by the FiPL claim should be the full FY24/25
  + Section 7: select “Additional claim.”   
    Section 8: enter your FiPL Capital PO number (rather than your existing FiPL PO number)
  + Section 10: enter “HBRG project delivery funding”
* To claim your additional revenue funding for A&G/Admin, please include this in the standard quarterly claims used for your FiPL allocation in FY23/24 and FY24/25 (as submitted to the Defra FiPL shared mailbox: [FiPL@defra.gov.uk](mailto:FiPL@defra.gov.uk)) using your standard FiPL PO number as used in the programme to date.

These costs should be included as a separate line in section 10 “Breakdown of expenditure claimed” i.e. “HBRG funding for Advice and Guidance and/or Admin.”

* Any uncommitted cash already received by the PL for Capital funding or additional revenue funding for A&G/Admin should be returned to Defra at the end of the programme.