

OPTIONS APPRAISAL GRANTS

Application Form

Applicants are advised to contact the AHF before submitting an application.

This application form **must** be read in conjunction with:
Options Appraisal Grants - A Guide for Applicants

The completed form should be returned, together with all the supporting information required to:

The Architectural Heritage Fund
Alhambra House
27-31 Charing Cross Road
London WC2H 0AU
Tel: 020 7925 0199
Fax: 020 7930 0295
E-mail: ahf@ahfund.org.uk
website: www.ahfund.org.uk



THE ARCHITECTURAL
HERITAGE FUND

April 2008

1. The Applicant

- 1.1 Name of applicant charity:.....
- 1.2 Charity registration number (or Inland Revenue Number):..... Date accepted:.....
If pending, please state date application submitted:.....
- 1.3 Company registration number (if applicable):.....
- 1.4 Member of UK Association of Preservation Trusts (APT): **Yes/No**
- 1.5 Registered office address:.....
..... Post code:.....
- 1.6 Name of person organising the appraisal (see para 4.1 of *Guide*):.....
Position in charity:.....
Address (if other than 1.5 above):.....
..... Post code:.....
Daytime tel. no.:..... Fax no.:..... E-mail:.....

2. The Building(s)

- 2.1 Name and address of property (including postcode or map reference) of property for which the grant is sought:
.....
.....
- 2.2 Date(s) built (approx):.....
- 2.3 List grade/category:..... Scheduled: **Yes/No** (Please enclose a copy of the statutory list description)
- 2.4 Name of conservation area (if applicable):.....
- 2.5 Original use (if known):..... Current or last use:.....
- 2.6 Is the building occupied? (circle as appropriate) **Yes No Partly**
If **No**, how many years vacant? (approximately):.....
- 2.7 Is the building already in the applicant's ownership? **Yes/No**
If **Yes** is it: **Freehold/Leasehold**
- 2.8 If Leasehold, give length of lease and expiry date:.....
- 2.9 Cost and date of acquisition:.....
- 2.10 If the applicant does not already own the property, what is the current ownership? **Private/Local authority/Other**
- 2.11 Is the property on the market? **Yes/No** If **Yes**, for how long?..... Asking price: £.....
- 2.12 If no, give brief details of your plans to acquire the property if a viable scheme is identified:.....
.....
.....
- 2.13 What is the property's condition? (see para 5.7 of *Guide* before circling): **Very Bad Poor Fair Good**
If **Good** explain why the charity has chosen it:.....
- 2.14 Is the property on a Buildings at Risk Register? **Yes/No**
If **Yes**, please state name of Register(s):.....
- 2.15 Name and address of local authority planning department:.....
.....
.....
- 2.16 Is the local authority involved? **Yes/No**

If **Yes**, in what way:.....
 If **Yes**, contact name and department:.....
 Tel. no:..... Fax no:..... E-mail:.....

3. The Appraisal

3.1 Purpose and scope of the study and principal problems to be addressed :.....

(For detailed advice on preparing an options appraisal brief see *Guide*, Section 4, 6 and Appendices A&B)

3.2 How many lead professionals were invited to quote for the appraisal:.....

3.3 Names of practices invited to quote:.....

Highest quote received: £..... (state whether including or excluding non-recoverable VAT)

Lowest quote received: £..... (as above)

If the lowest quote was not accepted, please briefly explain why:.....

(See *Guide* paras 4.13-4.23 for advice on obtaining quotations and appointing professionals)

3.4 Which professional disciplines will contribute? (please list).....

3.5 Name, practice and address of lead professional to be appointed for the appraisal:.....

3.6 Name, practice and address of valuer to be appointed for the study:.....

(See *Guide* Section 4 and Appendix B for advice on the selection and appointment of the valuer)

3.7 Cost breakdown (please complete as fully as possible and add headings if necessary):

Professionals:

Architect's fee £..... (Approx..... days @ £..... per day)

Quantity Surveyor's fee £..... (Approx..... days @ £..... per day)

Structural Engineer's fee £..... (Approx..... days @ £..... per day)

Valuers's fee £..... (Approxdays @ £..... per day)

Other fees (please specify)

i) £..... (Approx.....days @ £..... per day)

ii) £..... (Approx.....days @ £..... per day)

Expenses £.....

Please specify:.....

VAT (if applicable) £..... reclaimable: **Yes/No**

The Applicant:

Time & overheads (if applicable) £..... (Approx.....days @ £..... per day)

Expenses (eg petrol, postage) £.....

Please itemise:.....

(Time and overheads can only be claimed by applicants with paid staff. The AHF cannot pay for time of trustees)

TOTAL COST: £.....

3.8 Amount of grant sought from AHF: £..... Percentage of total cost:..... (maximum 75%)
(See *Guide* Section 5)

3.9 Other sources of finance for the study (please give amount(s)) from each source and state whether confirmed or estimated):

- i) £..... confirmed/estimated
- ii) £..... confirmed/estimated
- iii) £..... confirmed/estimated
- iv) £..... confirmed/estimated

3.10 Proposed start and completion dates for the appraisal:.....

4. Supporting Information

The following supporting information **must** be submitted with your application, in A4 format where possible, and unbound:

Please circle as appropriate (AS) if already sent or (E) enclosed

- 4.1 Memorandum and Articles of Association, or other governing documents. AS/E
- 4.2 Evidence of charitable status, or of application for charitable status (see *Guide*, Section 2). AS/E
- 4.3 List of current trustees. AS/E
- 4.4 Latest audited accounts and balance sheet, and recent management accounts if available, or up-to-date certified financial statement. AS/E
- 4.5 Copy of the Minute recording the trustees' decision to commission the appraisal and apply for AHF support. AS/E
- 4.6 Short history and description of the property. AS/E
- 4.7 Copy of statutory list description or evidence that an unlisted building in a Conservation Area is of architectural or historic merit (a letter from an amenity society or local authority, extract from a book, etc) AS/E
- 4.8 Location plan showing nearest principal town and main road, or street plan. AS/E
- 4.9 Site plan. AS/E
- 4.10 Brief summary of current condition of the building. AS/E
- 4.11 Options appraisal brief and instructions to key professionals (including the valuer). AS/E
- 4.12 Submissions and quotations from **ALL** professionals who quoted. AS/E
- 4.13 At least six high-quality digital images on disk (minimum 500kb each) or at least six good quality photographic prints showing the building in its current state. **Colour photocopies are not acceptable.** AS/E
- 4.14 Evidence (if applicable) that the current owner is willing in principle to dispose of the property to the applicant subject to the outcome of the appraisal. AS/E

Please list any other information included with this application:

- i)
- ii)
- iii)

Signed:..... Position in charity:.....
(Trustee or other authorised signatory, see *Guide para 5.1*)

Name in block capitals:..... Date:.....

