

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 2010

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 or Fair** 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/number of responses:.....

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 ensure this section is completed fully 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 £..... (Approx..... days @ £..... 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 and when decision will be made):
- 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
- 4.15 Evidence that the applicant is able to acquire the building (eg: letter from owner/commitment from local authority that CPO will be served) 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:.....