

PROJECT DEVELOPMENT GRANTS

Application Form

This application form must be read in conjunction with:

Project Development Grants - Guide for Applicants

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

The Architectural Heritage Fund,
Alhambra House
27-32 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

Sections 1,2,3,9 and 10 must be completed by all applicants

1. The Applicant

The person making the application must be a trustee or officer of the BPT.

- 1.1 Name of building preservation trust (BPT):.....
(only BPTs are eligible to apply. See Guide, para 2.1)
- 1.2 Charity registration number (or Inland Revenue Number):..... Date obtained:.....
- 1.3 Company registration number (if applicable):.....
- 1.4 VAT registration number (if applicable):.....
- 1.5 Member of the Association of Preservation Trusts (APT): **Yes/No**
- 1.6 Registered office address:.....
.....
..... Post code:.....
- 1.7 Name of person making application:.....
- 1.8 Position in BPT:.....
- 1.9 Address (if other than 1.6 above):.....
.....
..... Post code:.....
Daytime tel. no:..... Fax no:..... E-mail:.....

2. The Project Building(s)

Key to the building's condition: (see Question 2.14)

Very Bad: Not weatherproof: roofless, or roof severely damaged; windows broken. Structurally unstable: foundations shifting, walls bulging, joists rotten etc. Badly penetrated by wet/dry rot and/or rising damp; major fire damage; uninhabitable and wholly unmodernised.

Poor: Roof in poor repair. Fabric generally deteriorating (e.g. leaking roof, deteriorating masonry, all gutters badly defective, window frames decayed, pointing eroded). Partial fire damage; rot outbreaks; severely damp; unmodernised.

Fair: Structurally sound but in need of repair (e.g. some window frames decayed, gutters blocked, pointing partly eroded); needing rehabilitation to meet current standards.

Good: Structurally sound, weathertight and with no significant repairs needed (but at risk for other reasons).

- 2.1 Name and address of property for which the grant is sought:.....
.....
..... Postcode or map ref:.....
- 2.2 Date(s) built (approx):.....
- 2.3 List grade/category:..... Scheduled: **Yes/No** (Please enclose a copy of the statutory list entry)
- 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 BPT's ownership? (circle as appropriate) **Yes/No**
- 2.8 If Yes, is it: **Freehold/Leasehold**
- 2.9 If Leasehold, give length of lease and expiry date:.....
- 2.10 Cost and date of acquisition:.....
- 2.11 If the BPT does not already own the property, what is the current ownership? **Private/Local authority/Other**
- 2.12 Is the property on the market? **Yes/No** If Yes, for how long?..... Asking price:.....
- 2.13 Give brief details of the BPT's plans to acquire the property and whether freehold or leasehold:.....

- 2.14 What is the building's condition? (see Key above before circling): **Very Bad Poor Fair Good**
 If "good", explain why the BPT has chosen this building:.....

- 2.15 Is the building on a Buildings at Risk Register? **Yes/No**
 If yes, please state name of Register(s):.....
- 2.16 Name and address of local authority planning department:.....

- 2.17 Is the local authority involved? **Yes/No**
 If Yes, in what way:.....
 If Yes, contact name:.....
 Tel:..... Fax:..... E-mail:.....

3. The Project

Unless the AHF already has these, please provide full and up-to-date details of the project, normally in the form of an options appraisal with a covering letter.

- 3.1 AHF Options Appraisal Grant received: **Yes/No** Date:..... Ref:.....
- 3.2 Brief description of development work proposed:.....

- 3.3 Funders already approached (please supply a summary of responses and likely timing of applications)

- 3.4 Proposed date for starting development work:.....
- 3.5 Estimated duration of this phase of the project:.....
- 3.6 Has planning/listed building consent already been obtained? **Yes/No**
- 3.7 Details of any funding received or applied for: please attach a separate sheet if more than one funder is involved
 Organisation:.....
 Amount applied for/received:.....
 Towards the cost of:.....

3.8 The lead professional:..... Accredited: **Yes/No**
Contact name:.....
Address:.....
.....
Tel:..... Fax:..... E-mail:.....

3.9 Other relevant consultants:
.....
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.....

3.10 Please give details of when the BPT expects to apply for an AHF loan, the likely amount and how it will be secured:
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Please complete the section(s) relevant to the grant(s) you are applying for, referring to sections 4, 5, 6, 7 and 8 of *Project Development Grants - A Guide for Applicants*

4. Professional Fees (maximum grant £7,500)

4.1 Please summarise the scope of the development work to be undertaken:

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.....
.....
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4.2 Funding already raised/to be applied for towards the above:

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4.3 Summary of non-recoverable professional fees and their approximate cost:

1.....	£
2.....	£
3.....	£
4.....	£
5.....	£
6.....	£

5. The Project Organiser (maximum grant £15,000)

5.1 Identity of proposed project organiser if known (if a project organiser has yet to be identified, please give details of the proposed appointment process): For BPTs with paid staff please complete section 5.4 below.

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5.2 Scope and duration of the project organiser's responsibility:

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5.3 Proposed basis of remuneration:

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5.4 For BPTs with paid staff, please list the individuals that comprise the project team and their respective qualifications and supply details of the tasks each individual will undertake, the estimated time spent on these tasks and the actual cost per hour of each individual to the BPT.

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.....
.....

5.5 Please state briefly how a grant for a project organiser will affect the BPT's ability to carry out the project and /or the number of projects the BPT can undertake:

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.....
.....
.....

5.6 Details of other sources of funding for the appointment (please list source and amount):

1. £.....
2. £.....
3. £.....

6. Administration Costs (maximum grant £1,000)

6.1 Any reasonable administration costs relevant to the project may be claimed. Please summarise eligible items and their approximate cost:

1..... £.....
2..... £.....
3..... £.....
4..... £.....
5..... £.....
6..... £.....

7. Post Options Appraisal Support (maximum grant £5,000)

Available if the viability of the scheme is still in question. Please bear in mind that a BPT in receipt of this stage of support will not be eligible to apply for further development funding until the viability has been determined

7.1 Please summarise the scope of additional professional work to be undertaken:

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7.2 For BPTs with paid staff, please state the estimated time and overheads likely to be spent on testing the viability of the project:

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8. Mentoring (only available to new BPTs or to those that have not undertaken a project for at least five years)

Applications for Mentoring support must be discussed with the AHF before the form is completed. The amount of mentoring support and the choice of mentor will be at the AHF's discretion

8.1 For BPTs seeking mentoring support prior to undertaking an options appraisal, please give details of the type of advice and assistance being sought:

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.....
.....

8.2 For BPTs that have completed an options appraisal but still need to develop the project to the point where it could be deemed potentially viable, please indicate how mentoring support could assist the Trust to achieve this:

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.....
.....

9. Total and type of Project Development Grant applied for up to a maximum of £20,000 (N.B. The BPT may apply in stages according to the needs of the project as it progresses)

- | | |
|--------------------------------------|--------|
| 1. Professional fees | £..... |
| 2. Project organiser | £..... |
| 3. Administration costs | £..... |
| 4. Post Options Appraisal support | £..... |
| 5. Mentoring - pre Options Appraisal | Yes/No |
| - post Options Appraisal | Yes/No |

10. Accompanying Material

The following supporting information must be submitted with your application, in A4 format where possible, and unbound. Failure to supply this information may prejudice the success of your application:

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

- | | | |
|-------|---|------|
| 10.1 | Memorandum and Articles of Association or other governing document | AS/E |
| 10.2 | List of trustees | AS/E |
| 10.3 | Latest audited accounts and balance sheet, and recent management accounts if available or up-to-date certified financial statement | AS/E |
| 10.4 | Copy of up-to-date options appraisal report with photographs (unless already submitted). If the options appraisal was not supported by an AHF grant, please refer to the AHF's <i>Options Appraisal Grant - A Guide for Applicants</i> to ensure the report meets the AHF's requirements. | AS/E |
| 10.5 | Copy of statutory list description (if listed or scheduled) or evidence that an unlisted building in a Conservation Area is of architectural or historic merit (letter from an amenity society or local authority, extract from a book, etc) | AS/E |
| 10.6 | Location plan, showing nearest principal town and main road or street plan | AS/E |
| 10.7 | Site plan | AS/E |
| 10.8 | Brief summary of current condition of the building | AS/E |
| 10.9 | At least six high-quality digital images on disk (min 500 kb) or at least six good-quality prints (not photocopies) showing the building in its current state | AS/E |
| 10.10 | Copy of the Minute recording the trustees' decision to take the project forward | AS/E |

Section 4 only (Professional Fees)

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|-------|--|------|
| 10.11 | Copy of the letter inviting professionals to quote or tender | AS/E |
| 10.12 | List of professionals invited to quote or tender | AS/E |
| 10.13 | Copy of the preferred professional's quotation or tender (containing a breakdown of costs) | AS/E |

Section 5 only (Project Organiser)

- | | | |
|-------|--|------|
| 10.14 | Copy of the Minute approving the appointment of any project organiser (if already appointed) | AS/E |
| 10.15 | Copy of the proposed list of project organiser's tasks and responsibilities | AS/E |
| 10.16 | Copy of the contract (or proposed contract) with the project organiser | AS/E |
| 10.17 | Curriculum vitae of the Project Organiser (if already appointed) | AS/E |

Section 6 only (Administration Costs)

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|-------|--|------|
| 10.18 | Details of any administrative expenses applied for | AS/E |
|-------|--|------|

Section 7 only (Post Options Appraisal Support)

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|-------|--|------|
| 10.19 | List of professionals invited to quote or tender | AS/E |
|-------|--|------|

Other Information

- 10.20 Please list any other information included with this application:.....
.....
.....

Signed:..... Position in BPT:.....
(see *Guide* para 3.1)

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