

# Transforming Places Through Heritage

## Grant Application Help Notes

# What are these notes for?

These notes provide guidance on how to complete the online application form for the following:

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- Project Viability Grants
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- Project Development Grants
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- Crowdfunding Challenge Grants
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- Transformational Project Grants. There are additional requirements for these grants. Please look out for **Transformational Project Grants** as you go through the notes for additional guidance.
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For Community Shares Booster Grant applicants: This grant programme is being managed by Co-Ops UK on our behalf. A link to the application website will be available when the grant scheme opens.

**Please read these notes in full to understand the information you will need to provide when you make your application. As well as the questions on the form, you will need to upload supporting documents as attachments.**

**Please also check the application deadlines on our website. These vary depending on which type and size of grant you are requesting. Applications seeking more than £15,000 are decided quarterly, whilst smaller applications are decided more quickly.**

## Using our online application form

You do not need to complete the application in one go: please follow the instructions at the start of the online form. You may find it helpful to use the Word document version of the application form to compile your answers in advance and then copy and paste into the online form. A number of questions specify word limits. It is important to stick to these since any text that exceeds this will not appear in your submitted application. If preparing your answers offline first, please note that word counts may be calculated slightly differently in the online form, so it is advisable to stop a little short of the maximum word count for each question.

Once you have submitted your form online, a copy will be emailed to the main contact address you have entered on the form, so that you will be able to retain this for reference.

# What happens once your application is submitted?

We will send you an acknowledgement to let you know which Transforming Places Team member will be assessing your application and the timetable for a decision. We may have queries during our assessment and may want to visit your building, if we have not visited prior to your application.

We will assess the potential of your application proposals to contribute to the aims of the Transforming Places through Heritage programme, set out in the Programme Guide. We will do this by considering the information provided in your application and supporting documents. The guidance in these Help Notes explains in more detail what we are looking for and what you need to tell us to help us make a decision.

## What to tell us

In your application you will be asked to tell us more about your organisation, your building and plans for it, the place where it is located, and the work and costs you want us to fund. In addition, you will be asked to provide supporting documents and material - there is a Checklist at the end of these Notes. Combined with your application answers, this information will help us to decide whether or not to offer a grant. These notes provide guidance on those questions in the online application form where further explanation may be helpful.

### ***Transformational Project Grants***

Where you see this in the notes, there is additional guidance on what we want to understand about these project proposals. It is important to tell us about these aspects of your plans. We will be taking an overview of project proposals, to enable us to select TPG projects that offer a range of solutions to a variety of local circumstances. We want these projects collectively to demonstrate how the diverse set of challenges facing high streets across England could be tackled. We will take into account geographical spread (aiming to support projects in as many English regions as possible), building type, proposed end use, the type of delivery organisation and the nature of any partnerships.

The numbers below refer to the question number in the application form. Where a question is not included below, this is because the answer should be self-evident. The word limits where applicable are indicated in [ ].

## Section 0: Grant Type

### **0.1 Which grant you are applying for.**

You can choose only one. We do not accept applications for more than one type of grant at the same time. Please contact us if you are not sure which grant best fits your needs.

## Section 1: About your organisation

### 1.5 Legal status of your organisation.

A drop-down list of eligible applications will appear. If you are not yet formally incorporated as a legal entity, please use the Other category. In this case, we would consider an application for a Project Viability Grant only: for all other grants you must be an incorporated not-for-private-profit organisation. If your organisation is not a registered charity then it must have an adequate dissolution clause or asset lock in place. This is a provision in the governing document to protect its assets. It means that if the organisation is wound up any assets must be transferred to a similar not-for-profit organisation (or nominated asset-locked body) once creditors have been paid.

**Helps us to:** Check if you are eligible for our funding.

### 1.7 Is your organisation a member of any national networks or umbrella organisations?

**Tell us about:** At 1.7a, tell us if you are a member of the Heritage Trust Network and at 1.7b, add any memberships you have, for example, Locality, Association of Independent Museums, the Plunkett Foundation or any others.

**Helps us to:** Understand whether you engage more widely in the sector and take up opportunities to learn from others.

### 1.8 Briefly describe your organisation's main purpose and regular activities [250 words]

**Tell us about:** The key aims set out in your governing document and what you currently do to achieve these, plus examples of past achievements. If you are a new organisation, explain what you have done to date to set-up and build your organisation.

**Helps us to:** Understand what you are setting out to achieve as an organisation, your track-record and potential. We recognise that you may be at an early stage of development, but will want to see that you have a clear mission for your organisation. We also want to identify whether there is support and advice we can offer to help your organisation to develop.

### 1.10 Contact details

The contacts should be people who will have an ongoing involvement in the project, authorised to speak on behalf of your organisation and in a position to respond to requests for further information if needed. If one of the contacts is a member of staff, the other should be a member of your Board. We will generally contact the first person whose details you provide. This contact will also receive a copy of the submitted application by email.

### 1.11 Please summarise how your organisation will manage the grant-funded work and what skills and experience you can draw on [300 words]

**Tell us about:** The structure of your organisation, including the make-up of your governing board, staffing or volunteers and any project management structure you have put in place. Explain how you will keep track of the progress and quality of the funded work. Who will make key decisions and how will risks be managed? What skills and experience can you draw on?

If you are planning to undertake your project in partnership with another organisation, then please discuss this with our Team prior to application. We will need to see a Partnership Agreement or Memorandum of Understanding which sets out in detail how the partnership will work.

**Helps us to:** Understand your capacity as an organisation to take forward the funded work successfully. It will also help us identify where any help and support may be needed.

#### ***Transformational Project Grants***

We will want to see that the organisation has the capability to deliver a capital project of the kind proposed.

## **Section 2: About the building**

### 2.4 If the building is not yet in the ownership of your organisation

**Tell us about:** Your prospects for acquiring the building and physical access to it: outline your anticipated route to ownership and point you have reached eg.

- Is the owner willing to sell or otherwise transfer the building to you? What stage have your negotiations reached? Can you access it for survey purposes?
- Is the local authority prepared to use enforcement action if necessary to secure ownership and transfer the building to you, or have they accepted you as preferred bidder for the transfer of the asset?
- If you are using the Community Right to Bid process, explain what stage you are at. If you have invoked your Right to Bid, what is the end date of the moratorium on sale on the open market?

You will need to provide written evidence of the above from the owner or other relevant body. We will look for greater certainty on the prospect of gaining ownership of the building depending on which grant you are seeking:

- **Project Viability Grants:** a letter from the owners confirming their willingness in principle to sell and to grant access.
- **Project Development Grants or Crowdfunding:** draft Heads of Terms for a sale.

We expect your ownership of the building, once secured, to be freehold or a full repairing, fully assignable lease of a minimum of 25 years.

**Helps us to:** Confirm that your organisation has a realistic chance of being able to acquire the building and that you will have sufficient access to be able to carry out the development work.

## **2.8 Please specify the relevant demographic statistics for the postcode area containing your building using your national IMD data as a source**

The AHF is committed to supporting the development of charities and social enterprises that make a positive social impact through the reuse of historic buildings. With this in mind, we are particularly interested to support projects in areas of deprivation. Please use the Index of Multiple Deprivation country links to look up the Rank Number and Decile for your project, using your post code, and insert them here. Some countries do not provide both Rank *and* Decile; in that case, you are only required to complete one of these fields.

## **2.10 Please provide a brief description of the building, its use, heritage value and importance to the community [300 words]**

**Tell us about:** The design, layout and construction of the building, its age and heritage significance. If the building is not listed, describe what makes it of heritage significance. Explain how the building has been used at different times and currently. How is it valued by the community?

**Helps us to:** Understand what the building is and its circumstances, bearing in mind we may not have visited. It also helps us to understand the significance of the building.

## Section 3: About your project

### Transformational Project Grants

We will want to understand how your project could offer a model transferable to other locations. This could include the use or combination of uses proposed, partnerships between organisations to deliver and/or operate the project, and funding mechanisms and/or projects that respond positively to planning policy challenges. The questions in this section provide an opportunity to tell us the ways in which your project provides a model approach that others could replicate.

#### 3.1 **Outline your ideas or plans for the building: summarise the capital work needed and how the building could or will be used [300 words]**

**Tell us about:** Your ideas for the use of the building. At Project Viability stage, these are likely to be possibilities you want to test through the grant-funded work. At Project Development stage, you will already have identified your preferred option. Summarise what work is expected to be needed, both repairs and adaptation, to enable the building to be used in the way you are planning.

**Helps us to:** Understand whether your project has the potential to contribute to the aims of Transforming Places through Heritage, by helping to regenerate heritage buildings, in sympathy with their heritage value, through introducing viable new uses.

**3.2 - 3.7** For projects just getting started or at an early stage in development, we recognise it may be difficult to gauge the answers to these questions, but we nevertheless want to hear your best educated guess about what is most likely to result from your project. Should you be successful in being awarded a grant, you will not be held to these figures to achieve them, but nor should you seek to inflate them – our aim is to gain a sense of what you feel is most likely to result from the project at the point of your application.

### **Transformational Project Grants**

You will need to have in place a well-developed model and detailed plans for the future use and operation of your building. We will also want to see design proposals that offer a creative and high-quality solution to adapting your building for new uses, combined with a conservation-led approach to repair and conversion. High quality means projects that are sympathetic to the heritage value of the building, whilst being creative and enhancing the quality of place and streetscape. Projects that do not appear to be good value for money will not be supported. You will need to provide a Business Plan plus information on the design proposals in your supporting documents.

#### **3.8 Explain how the project will benefit people, identifying what need and demand this will meet [250 words]**

**Tell us about:** Who will use your project, describing which sections of the community will benefit from it, identifying those affected by disadvantage, referring to the Indices of Multiple Deprivation where relevant. Explain what research you have done to identify the demand from these users and how it will meet their needs. This might include tackling gaps in current service provision, or responding to changes in the local area. Explain the jobs, training and/or volunteering opportunities that will be created. Explain other ways that people will benefit, such as improved well-being, backed by evidence that this is needed.

**Helps us to:** Understand the potential social impact of your plans, and the likelihood that they will be sustainable for the long-term, by meeting a clearly identified need and demand.

#### **3.9 Explain how your project could contribute to the revitalisation of the local area [350 words]**

**Tell us about:** The issues affecting the vitality of the place where your building is located, such as economic and social factors, appearance of the townscape. Refer to external evidence where possible, such as whether the location has Assisted Area Status. Explain how your building relates to the high street or town centre eg is it an important feature in the townscape, is it in a central location or at a gateway that will draw people in to the place? Explain how your plans for the building will have a positive impact eg introducing new sustainable uses, increasing footfall and economic activity, improving the quality of the townscape. Tell us how this links with the interventions proposed in the wider strategic initiative (such as Heritage Action Zone) for this place.

**Helps us to:** Understand the potential of your project to contribute to the aims of our Transforming Places through Heritage programme. We want to support projects that are part of a collective approach to transforming

a place, where key organisations, including local authorities and community organisations, are working together to tackle local issues. In this way, our grants will have a greater impact, helping to achieve a long-term transformation. Applications will be considered balanced against others, so that a range of different geographies and regeneration strategies are funded across the programme.

### ***Transformational Project Grants***

We will want to see that the project will make a positive impact on the vitality and distinctiveness of the local area. This may include: introducing new uses not previously typical here and offering new opportunities for local people; bringing vacant floor space or whole buildings into use; and having the potential to act as a catalyst for nearby owners to revitalise their property.

#### **3.10 Is there a wider initiative underway or planned to regenerate the locality?**

A drop-down list of possible initiatives will appear. If you do not know what is in place in your area, it will be important to investigate, including talking to relevant organisations locally, to find out. The Programme Guide provides an overview of current place-based initiatives and how to find out about them.

#### **3.11 How do you know that your plans for the building will be economically viable? [200 words]**

(If you selected Project Viability Grant as the scheme you are applying for, this question will not appear on the form as it is not applicable to you.)

**Tell us about:** The work and research you have done to test the long-term viability of the proposed use. If you have already submitted a Viability Appraisal produced through a grant from us, you can simply refer to this. But otherwise you will need to provide supporting evidence of viability - see Checklist.

**Helps us to:** Understand the potential for your project to prove sustainable in the long term.

## **Section 4: Grant request and financial information**

#### **4.1 Describe the work you want us to support with this grant [250 words]**

**Tell us about:** The specific work you plan to undertake with the help of our grant. If you are applying for viability or development work refer to the list of costs we can consider in the Programme Guide. List the main items, referring to which types of professional will undertake them and what they will produce. Also explain any work that will be undertaken by volunteers, such as research and community consultation and any costs involved. We do not pay for volunteer time, but we can pay for the cost of venue hire, materials etc. We can also contribute to reasonable staff

costs and overheads for voluntary sector organisations, calculated on a Full Cost Recovery basis. FCR recognises that funding limited solely to project costs may not reflect the full cost to the organisation, which may include drawing on core resources, such as staff time, and/or incurring other overhead costs. If you wish to include FCR costs, you will need to provide a supporting document to explain your calculation. You can find a further information, including a suggested method of calculating these costs, on the [National Council for Voluntary Organisations Know How website](#).

If you are asking us to fund capital work (building repairs and adaptation), please provide a brief description, explaining the key works involved. Please explain what stage you have reached in planning these works eg fully detailed designs and specification prepared. Please explain how you have arrived at the cost figures eg cost plan prepared by your Quantity Surveyor or tenders from contractors. You will be asked to provide further details in the supporting documents.

If you are applying for a Crowdfunding Challenge Grant, please also tell us which crowdfunding platform you have chosen and your crowdfunding target figure.

### ***Transformational Project Grants***

Please summarise the work you propose, as advised above. Ideally, we want to see projects that are capable of completion within three years. This is because these will be exemplar projects for the Transforming Places programme. We will look at your supporting documents to see that there is a convincing case that the building will be restored and brought into use before the programme ends in 2023. This could include buildings in "meanwhile use", provided work to ensure the building is safe, wind and weather-tight will have been completed.

**Helps us to:** Understand what your grant request is for and consider whether it represents good value for money. We will also consider whether your timescale is realistic.

#### **4.2 Explain how this work will help you to move forward. [200 words]**

**Tell us about:** How this work will put you in a better position to take decisions or other action, or achieve other outcomes. What will have changed once the work is done?

**Helps us to:** Understand why you need our funding and whether you are taking a sound approach to moving the project forward.

#### **4.3 Why is it essential for this work to be done now? [150 words]**

**Tell us about:** The urgency of this work. Mention any particular factors affecting this, such as deadlines you need to meet, time-limited availability of other funding.

**Helps us to:** Prioritise requests for funding. This is not the only factor we

consider, however: we look overall at how well the proposals fit with our programme aims.

#### **4.4 What is your organisation's level of free reserves?**

Free reserves are that part of your organisation's unrestricted funds that is freely available to spend on any of the organisation's purposes. This definition excludes restricted income funds and endowment funds, although holding such funds may influence an organisation's reserves policy. Reserves will also normally exclude tangible fixed assets such as land, buildings and other assets held for the charity's use. It also excludes amounts designated for essential future spending.

#### **4.5 Taking account of your financial position, why do you need this grant? [200 words]**

**Tell us about:** Your financial position and why you are unable to meet all the cost of this work from other sources. If your organisation has significant uncommitted cash reserves, please explain why these cannot be used, ideally supported by a reserves policy statement. You will need to provide a copy of your latest accounts as a supporting document.

**Helps us to:** Consider if you have a financial need for our funding.

#### **4.8 What is your plan for raising the capital funding required? [50 words]**

**Tell us about:** What potential funders have you identified for the capital work that the building will need? What work have you done to identify how your project will fit with their funding requirements and priorities? If you have made any capital funding applications, provide details in the table below.

**Helps us to:** Understand the likelihood of the project proceeding.

#### **4.11 Please list the items of work you would like us to fund and the cost of each:**

In this table, enter the main items of work. A typical application is likely to involve a range of professional services - show each main service type separately. Indicate the number of days and rate per day for each professional. If you have not obtained quotations prior to application, these can be estimated. If a grant is awarded, competitive tenders will be required to be obtained where the fees of a professional or the cost of an item will exceed £10,000. However, seeking competitive quotations is also recommended below this threshold so that you can check value for money.

If you are including any overheads based on Full Cost Recovery, include the total figure and a brief description of what is covered, then provide a more detailed calculation as a supporting document.

If you are applying for capital funding (this applies to all Transformational

Project Grant and may apply to some Crowdfunding Grant applications) use the table to set out the main elements of the building programme and their cost. If available, a Cost Plan prepared by your Quantity Surveyor or tenders from building contractors should be provided as supporting documents.

#### **4.12 Please list the funding secured from other sources or applied for to match a grant from us**

In this table, include the non-AHF grants, other funds raised, and/or your own funds you expect to be able to put towards the costs included in your application. Do not include the value of volunteer time or pro bono work.

## **Checklist of supporting documents - please upload via website**

If you are unable to upload the supporting documents online, we will accept hard copies by post but preferably electronic copies by email or via dropbox or other file sharing sites. If you submitted any documents with a previous application and no changes have been made since then you do not need to re-send.

We recognise that not all of the documents we require may be ready at the time of application. Those documents marked \* may be sent subsequent to your application if they are not yet available. They should be sent as soon as they are ready: if we award a grant, we will need to see and approve these documents before your funded work starts.

### **Essential for all applicants:**

1. Your organisation's governing document (if not previously supplied).
2. List of current trustees or directors, with one-line biography explaining relevant skills and experience.
3. Copy of a minute from a meeting of your organisation's trustees or directors, formally recording the decision to take the project forward and apply for a grant from the AHF.
4. Your organisation's latest audited accounts and balance sheet, recent management accounts (if available) or up-to-date certified financial statement.
5. A minute from the organisation's meeting authorising application to AHF, or equivalent
6. Proof of your organisation's ownership of the building (e.g. copy of the title deed from the Land Registry) or evidence that your organisation can acquire the building (e.g. a letter from the owner indicating a willingness in principle to transfer ownership to your organisation).
7. Full Cost Recovery calculation, if you are including any core costs in your grant request.
8. At least 6 high quality digital images of the interior and exterior of the building and any associated community events and activities, which the AHF will be able to retain and use for promotional purposes including our website, social media, traditional media and Annual Review.

## Essential for all applicants except Project Viability Grant applicants

If you have submitted a Project Viability Appraisal for this project that was undertaken with a grant from us, you do not need to provide further documentation, unless there have been significant changes since your Appraisal was completed.

9. Viability Report, Feasibility Study or Options Appraisal. We need to see evidence of work done to demonstrate that your project will be viable. This should include:
  - Evidence the proposals are likely to be permissible in planning and conservation terms. Please provide copies of any pre-application advice received from the local planning authority.
  - Evidence of community/stakeholder consultation.
  - Market research report / evidence of demand from users.

## Additional items: applicants for Project Development Grants and Crowdfunding Challenge Grants for project development costs

Your grant request may not include all the items of work indicated, in which case only send the information if applicable.

10. Copy of briefs for development work, if applicable.\*
11. List of consultants invited to quote for the development work and a copy of the preferred quotation or tender, if applicable.\*
12. Job description and person specification of the individual(s) who will be working on the project (either existing staff or new staff to be appointed), if applicable.\*
13. Curriculum Vitae of the individual recruited to work on the project, if applicable.\*
14. Copies of any grant offer letters (relating to the work you are asking us to fund).\*
15. For Crowdfunding Grants applicants only: confirmation of your selected crowdfunding platform and reason for this choice.

## **Additional items: applicants for Transformational Project Grants and Crowdfunding Challenge Grants for project delivery (capital) costs**

Crowdfunding Challenge Grant applicants need to provide items 17 to 22 only.

16. Valuation report, if applicable, for example to support the calculation of a conservation deficit, or in relation to the financing of the project.
17. Building condition report / structural survey.
18. Design drawings to RIBA 3 or 4, as applicable.
19. Heritage Statement and Impact Assessment.
- 20.** Copy of listed building consent and planning permission.\*
21. Cost Plan (detailed breakdown of capital costs).
22. Project fundraising strategy, plus confirmation of awards secured to date.
- 23.** Tender report setting out the basis for selecting the chosen building contractor, plus a copy of the selected tender. A minimum of three competitive tenders will need to be obtained. If tenders have not been sought prior to application, this information will need to be provided prior to work starting on site.\*
24. Relevant correspondence with potential project funders.
25. Business Plan.
26. Partnership agreement or Memorandum of Understanding, if applicable.
27. Project delivery timetable or programme, taking into account anticipated timing of any outstanding funding decisions.
28. Risk Register/Risk Management Plan.
29. Details of any project management or other professional services related to project delivery included in your grant request.
30. Any other relevant information you think we need to see.