AHF Transforming Heritage

Architectural Heritage Fund
Grant Application Form questions for reference

*Please note **that your application must be completed using our online form.**
This document can be used to help you assemble the information you need in order to answer the application questions and plan what you want to say.*

You can type your answers straight into the online form, but if you prefer to prepare answers in draft, you can use this document, which is in Microsoft Word. Once you are happy with your answers, you will be able to copy and paste them into the relevant sections of the online form. Please take account of the word counts where indicated, to ensure your answers will fit into the online form.

Architectural Heritage Fund
ahfund.org.uk
May 2021

Section 0
Grant Type

0.1   Please indicate which grant you are applying for:

- Project Viability Grant

- Project Development Grant

- Crowdfunding Challenge Grant (England only)

- Transformational Project Grant

- William Grant Foundation Tailored Support Grant (Scotland only)

0.2   Please select the Region or Nation the project is located in:

- England

    o   East

    o   East Midlands

    o   London

    o   North East

    o   North West

    o   South East

    o   South West

    o   West Midlands

    o   Yorkshire & Humber

- Northern Ireland

- Scotland

- Wales

Section 1
About your organisation

1.1   Enter the name of your organisation:

1.2   When was your organisation established?

1.3   What is your organisation's principal address?

If your organisation is a company this should be its registered office.

- Name
- Street
- City/Town
- County
- Postcode

1.4   Website address (if you have one):

1.5   What is the legal status of your organisation?

You will be asked to upload your organisation's governing document to support your application.   If you sent this with a previous application and no changes have been made to it since then you do not need to send it again.

Click to select from drop down menu:

- Charitable Incorporated Organisation (CIO)
- Not-for-private-profit Company Limited by Guarantee
- Community Interest Company (CIC)
- Community Benefit Society
- Co-operative
- Town/Parish/Community Council
- Other (please specify) _____

1.6   Enter the relevant registration number(s):

- Charity number
- Company number
- Financial Conduct Authority Number *(for Community Benefit Societies)*

1.7a   Is your organisation a member of the Heritage Trust Network?

Yes   /   No

1.7b   If your organisation is a member of any other national networks or umbrella organisations, please list:

Name(s):

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

1.9   Is your organisation VAT registered?

Yes   /   No

If yes, please provide your registration number:

1.10   Please provide the details of two people we can contact to discuss the application and for ongoing grant monitoring purposes:

Person 1

- Name:

- Position in organisation:

- Address

- Daytime Phone number:

- E-mail address:
  A copy of the completed application form will be sent to this email address

Person 2

- Name:

- Position in organisation:

- Address

- Daytime Phone number:

- E-mail address:

1.11   Summarise how your organisation will manage the grant-funded work and what skills and experience you will draw on [300 words]:

Section 2
About your building

2.1   Enter the name and address of the Project building:

- Name

- Street

- City/Town

- County

- Postcode

Campaign or Project website (if there is one):

2.2   Does your organisation own the building?

Yes   /   No

2.3   If owned by your organisation, what is the nature of the ownership?

- Freehold

- Leasehold - state how many years remaining:

When did you acquire the building?

Date (DD/MM/YY):

2.4   If not owned by your organisation, who owns it and what are your plans for acquiring it?

- Local authority

- Charity

- Private

- Not known

Other (please state):

Name of owner (if known):

Likely cost of acquisition: £

Plans for acquisition or additional details on ownership [100 words]

We will need to see evidence 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. eg a letter from the owner indicating a willingness in principle to transfer ownership. Please state on what basis the cost has been established eg recent valuation

2.5   Is the building listed, scheduled or in a conservation area?

- Listed

- Scheduled

- Conservation Area

If listed, please indicate the grade/category and provide the list entry number:

Grade/Category:

List entry number:

Name of conservation area:

2.6   Is the building on an 'at risk' register?

Yes   /   No

If yes, please enter:

Name of register:

Reference number:

You can find out if the building is on one of the national heritage at risk registers by searching the relevant website (see below) or your local authority may maintain a register.

England: https://historicengland.org.uk/advice/heritage-at-risk/

Wales: https://cadw.gov.wales/advice-support/historic-assets/listed-buildings/listed-buildings-risk#section-managing-listed-buildings-at-risk

Scotland: http://www.buildingsatrisk.org.uk/

Northern Ireland: http://appsc.doeni.gov.uk/barni/

2.7a   Is the building formally listed as an Asset of Community Value?*

Yes   /   No

If yes, please enter:

Asset number:
***This question applies only to buildings in England**

2.7b   Does this project involve a community asset transfer?

Yes   /   No

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

Rank number:

Decile

You can find out the deprivation area of your building by searching the relevant website. Please click on the appropriate website below:

England: https://imd-by-postcode.opendatacommunities.org/imd/2019

Wales: https://wimd.gov.wales

Scotland: https://simd.scot

Northern Ireland: https://deprivation.nisra.gov.uk

2.9   What condition is the building in? (see guide below)

• Good

• Fair

• Poor

• Very bad

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

*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.*

*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; un-
modernised.*

*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 un-modernised*

2.10   Please provide a brief description of the building, its use, heritage value and importance to the community. If more than one building is involved in the project, please give details here [300 words]

Section 3   About the project

3.1   Outline your ideas or plans for the building: summarise how the building
could or will be used, and the capital work needed to enable this [300 words].

3.2   At this stage, how many charities/social enterprises/businesses do you *expect* will occupy the completed building?

3.3   At this stage, what do you expect to be the final use(s) of the completed building?

- Mixed use
- Social care/community support services
- Arts, culture and entertainment
- Housing
- Heritage/museum
- Events (including community events)
- Workspaces and offices
- Retail
- Other

3.4   At this stage, how many discrete units do you *expect* the space will be divided into?

3.5   At this stage, how much total floor space (sq m) do you *expect* will be adapted and available to use?

3.6   At this stage, what you *expect* to be the projected number of Full Time Equivalent jobs created once your project is complete and operational?

3.7   At this stage, what number of people do you *expect* will gain new skills or training through this present grant?

3.8   Explain how the project will benefit people, identifying what need and
demand it will meet [250 words].

3.9   How will this project aim to address environmental sustainability challenges, and minimise carbon impact?

In answering this question, please place a tick next to each theme in the list below that your project will address, and provide more detail in the box below:

	Buildings and Asset Management, including the use of low-carbon and sustainably procured materials and construction processes, energy savings and efficiency in retrofit, and reduced water consumption.
	Energy Innovation, including the use and possible generation of renewable energy sources, reducing project dependence on fossil fuels.
	Waste, including the minimising of waste and use of recycling.
	Land and Nature, including efforts to mitigate air, water, soil, and noise pollution and negative impacts on biodiversity, as well as positive enhancements including tree and wildflower planting and the installation of insect hotels and green walls and roofs.
	Climate Impacts, including resilience plans to see your project through projected climate changes, e.g. increased rainfall, heatwaves or drought.

	People, including the promotion of healthy and active lifestyles for staff and users, an approach rooted in localism, and mechanisms for engaging new groups with environmental sustainability goals.
	Transport, including the installation of sustainable infrastructure (e.g. electric car charging points, bicycle repair, storage and hire) and consideration around access to your project via walking paths, cycle trails, trains and bus routes.
	Governance and Communication, including the development of a sustainability strategy that complements conservation goals, sets targets and monitors progress, as well as the interpretation and communication of sustainability goals and how to achieve them as a means of sharing information and promoting behavioural change among staff and users.

Please describe how your project will support the above theme(s):

3.10 **Explain how the project will contribute to the revitalisation of the local area [350 words]**

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

Click to select from drop down menu:

- Future High Streets Fund

- Heritage Action Zone

- Conservation Area Regeneration Scheme

- Other (please state):

3.12 **FOR ALL APPLICATIONS EXCEPT PROJECT VIABILITY GRANT APPLICATIONS [200 words] :**

How do you know your plans for the building will be economically viable?

Section 4
Grant Request and Financial Information

4.1   Describe the work you want us to fund with this grant [250 words].

Start date (DD/MM/YY):

End date (DD/MM/YY):

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

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

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

£

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

4.6   At this stage, do you consider your organisation to be financially resilient and sustainable?

- Definitely sustainable

- Likely sustainable

- Concerned possibly unsustainable

- Convinced unsustainable

4.7   What is the estimated total capital cost of the project?

£

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

If you have made any capital (not development) grant applications already for this project please list them below. Include your own funds to be used if appropriate. For more complex funding packages, please submit a detailed spreadsheet as part of the supporting information.

*Complete the **table** in the application form, entering the following details:*

- The funding body
- Amount requested (£)
- Date of decision
- Amount awarded (£)

4.9   Are you planning a community share issue?

Yes   /   No   /   Possible   /   Unknown

4.10   Are you intending to apply for a loan from us at any stage of the project?

Yes   /   No   /   Possible   /   Unknown

If Yes, likely amount: £

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

You should obtain at least three competitive quotes for any work required by professional consultants or building contractors costing more than £10,000. For complex projects you may submit a spreadsheet with this information as part of the supporting documentation.

*Complete the **table** in the application form, entering the following details:*

- Cost heading
- Description
- Cost (£)
- Non-recoverable VAT (£)
- Total (£)

4.12 **Please list below the other funding you have secured <u>for this stage in your project</u>:**

*Complete the **table** in the application form, entering the following details, including any funding from your organisation's reserves:*

- Funding source
- Date of decision
- Funding secured
- Amount requested (£)

4.13 **Total AHF grant request (ie total costs at this stage minus partnership funding):**

Amount: £

% of total development cost:

Section 5
Supporting Documents and Photos

Refer to Checklist in Application Help Notes for details.

Section 6
Declaration

6.1   When you complete this Declaration and submit the application you also agree that we can use this application form and the other information you give us, including any personal information covered by the General Data Protection Regulation (GDPR), for the following purposes:

- • To decide whether to give you a grant.

- • To communicate with you about a grant application or award.

- • To hold in a database and use information about your project for statistical analysis on its impact.

- • If we offer you a grant, we will publish information about your project, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.

- • If we offer you a grant, your organisation will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities and participating in activities to share learning, for which we may (with prior permission) put other grantees in contact with you.

Further details can be found in our Privacy Policy, which is available here

6.2   **Confirm & sign**

- o I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

- o I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

- o I confirm that the organisation has the power to accept the grant.

- o I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

- o I confirm that, as far as I know, the information in this application is true and correct.

- o I confirm that I agree with the above statements.

[Submit]