



Grants for Wales

2023-2025

Guidance Notes

Architectural Heritage Fund
www.ahfund.org.uk/wales

October 2024



What does AHF do?

The AHF helps communities across the UK find enterprising new ways to revitalise old buildings. We do this by providing advice, grants, and social investment loans. Our grants are targeted towards early-stage project development, while loans may be used at any stage in a project. Our social investment loans (repayable finance) is also available for the acquisition of buildings, to provide working capital, for bridge / cashflow funding, or to kick-start enterprising activities.

Our aims are:

- delivering targeted investment that leads to the sustainable reuse and management of historic buildings.
- supporting charities and social enterprises to take ownership of, develop and sustain new uses for historic buildings.
- championing the impact of heritage and community-led regeneration.

What kinds of projects does AHF support?

We want to support the conservation and sustainable re-use of historic buildings for the benefit of communities, particularly in economically disadvantaged areas.

In general, your project will be eligible if **all** of the following apply:

- your project involves an historic building, which we define as:
 - nationally listed – Grade I, II*, II
 - locally listed
 - unlisted but in a Conservation Area and/or
 - highly valued by the local community for its demonstrable historic interest;
- your project is being led by a not-for-private-profit organisation
- your project involves the building changing its use and/or a change of ownership
- your organisation already has or seeks to acquire the freehold or a long lease (usually for a minimum of 25 years) on the building

Things we cannot normally fund:

- work that has started before a decision to award a grant
- on site capital works
- repair costs that are not part of a larger scheme to find a new sustainable use
- ongoing maintenance costs

AHF grants in Wales are supported thanks to a generous financial contribution from Welsh Government, Cadw.

Who can apply?

Your organisation must be one of the following not-for-private-profit organisations or lowest tiers of local government:

- Unincorporated charities (for Project Viability Grants only)
- Charitable Incorporated Organisations (CIOs)
- Charitable Companies Limited by Guarantee
- Community Benefit Societies
- Not-for-private-profit Companies Limited by Guarantee
- Community Interest Companies (CICs) Limited by Guarantee
- Co-operatives
- Parish, Community and Town Councils
- Independent secular organisations seeking to take ownership of a place of worship that will retain some religious use. Or an organisation associated with a worshipping community that is seeking to establish an independent secular organisation to take ownership of the place of worship, while the space will retain some religious use. Until ownership/long lease is confirmed, we will only fund governance and legal costs related to taking ownership or setting up an independent organisation to do so. In either circumstance, ongoing worship must account for less than half of the proposed use of the space.

We will not fund:

- Private individuals
- Local authorities and other public sector bodies other than Parish and Town Councils (unless applying on behalf of an organisation still in formation)
- Universities, colleges and other mainstream educational institutions including independent schools
- For-profit companies, unless in a partnership led by a not-for-profit organisation
- Unincorporated organisations (e.g. charitable trusts and associations) that are not intending to incorporate
- Organisations with fewer than three Trustees or Directors. If there are only three Trustees/Directors, none of these should be spouses or otherwise related to one another
- Limited liability partnerships
- Churches or other places of worship, where the building or the space within the building will remain in use as an active place of religious worship – defined as hosting regular religious services or religion-based activities such as prayer or religious study.

If you are unclear whether your project is eligible on the basis of religious activity taking place within your building, please contact one of our Support Officers.

Funding priorities

We will prioritise projects that:

- involve new use of a vacant historic building
- are in the top 30% most deprived areas (according to the [Wales Index of Multiple Deprivation](#))
- involve and support diverse and marginalised communities
- have a strong focus on environmental sustainability and energy efficiency
- contribute to local regeneration schemes

How are applications assessed?

1. We consider the heritage value and condition of your building, including whether it is at risk. Is it of clear historic, architectural, or artistic significance? Is it of particular importance within your community? Does your project have the potential to improve its condition, and improve access?
2. We look at the social and economic impact that your project may deliver. The building and your vision for it must have the potential to increase the vitality of the place – for example by increasing footfall, creating a new offer for residents or visitors, or supporting jobs and skills development. We will look at whether it contributes to a local regeneration scheme, such as a town improvement plan. Priority is given to projects in areas of high deprivation, and to projects involving and benefiting diverse and marginalised communities.
3. We consider the environmental impact of the project. Are options for improving the environmental sustainability of the building and its use being explored or in place?
4. We take account of your financial need for a grant, and why the work needs to happen now. For example, is a building at risk of being lost, or do you have time-limited match funding?
5. We assess the potential risks to your project, and your organisational track record and capacity to deliver the work proposed.

Project Viability Grants

Grant amount: Up to £10,000

Project length: Up to one year

Funding covers: Exploring options for re-use

Match-funding: We can fund up to 100%

Location: Anywhere in Wales

Project stage: RIBA Plan of Work stage 0 – 2

What kind of work can be supported with an early-stage grant?

These grants should help you to establish whether a project is feasible. Work can focus on understanding the condition of the building, how it might be used, and whether that intended use is appropriate for the building and likely to be sustainable.

You may have already undertaken or commissioned some work, but still have some gaps to fill in, or you may be starting from the beginning and exploring possible options for use of a building. We need to understand how the particular piece of work or activity you are proposing will help you move forward and contribute towards revitalising a historic building.

Grants typically support an initial assessment of the building's condition and repair needs, outline designs sensitive to the heritage that would accommodate the uses being considered, the outline cost of the works needed to repair and convert the building, and surveys or audits that identify ways to improve energy efficiency and environmental sustainability. This early-stage work may also involve considering the outline business case for possible uses, based on market research and community consultation, and how the project could be funded. In some cases, it may be necessary to obtain an independent property valuation, for example if the funding strategy may include Social Investment (loan finance), where the building's owner has indicated a sale price that may be too high, or to identify the conservation deficit, which is where the cost of the project will exceed the value of the restored building.

This early-stage work is broadly equivalent to the Royal Institute of British Architects' Plan of Work stages 0 - 2. You may find it helpful to refer to the RIBA Plan of Work when discussing your requirements with an architect or professional team and developing briefs for their work. You can refer to a summary guide of the [RIBA Plan of Work stages](#).

What will this grant help you achieve?

At the end of the funded work, you should be able to decide whether to commit to further cost, risk and effort in developing the project, and have a clear idea of the next steps.

We provide a [template](#) and [guidance](#) on undertaking project viability appraisals which can help bring together the results of any professional reports and studies with your own knowledge of the area and potential project. This document can be presented to potential funders and supporters to help explain your plans.

Project Development Grants

Grant amount: Up to £20,000

Project length: Up to one year

Funding covers: Project development costs

Match-funding: Preferred but not essential

Location: Anywhere in Wales

Project stage: RIBA Plan of Work stage 2 – 4

What kind of work can be supported with a development grant?

These grants can help you to develop your proposals from feasibility through to the start of capital works. You can apply for grant support to appoint professional advisors to work with your organisation to add their expertise and knowledge to advance the plans. These can include architects, surveyors, engineers etc. to develop the architectural plans for the historic building; support to build the capacity of your organisation by employing or contracting a project manager; refining your business plan, building community engagement and preparing funding bids.

If you have completed a Project Viability Appraisal that was not funded by the AHF, you will need to provide details of the work you have done to test the viability of your plans – this could include an Options Appraisal, business plan or other documents. We will consider how likely it is that your project will be able to go on to attract the capital funding required.

You will need to show that the proposals will be sympathetic to and not harm the historic character of the building. We want to know that there is no reason in principle why planning permission and listed building consent would not be granted. This will need to be backed by evidence that you have taken appropriate advice, including from conservation-accredited professionals.

Applications for up to £10,000 are assessed in shorter timescale. It is possible to apply more than once up to a maximum of £40,000 per project, enabling you to move forward in phased approach. One piece of work must normally be completed before another started.

What will this grant help you achieve?

At the end of the funded work, or series of grants if more than one is awarded, you would be expected to reach the stage of applying for capital funding to enable the delivery of your project.

Points to note

We can fund up to 100% of the cost of work involved, although the overall package of work required may be more than we can cover with a grant offer. In that case, we prefer to see some evidence that match funds have been secured or are being sought, although you do not need to have all of your match funding in place before you apply to us. Match funding means that you contribute to some of the costs from your own reserves and/or funds raised from other sources.

If you do not already own or lease the building, you will need to provide evidence that you have a reasonable prospect of securing ownership, or a long lease of minimum 25 years. This may be a letter from the owner giving you preferred bidder status, or that they have agreed to allow you time to raise the necessary funds.

You should generally be already constituted as one of the organisational types listed above, but if part of your work involves exploring the best type to set up as, we will accept applications in advance of formally registering your group. At a minimum, we will still want to see that you have an initial governing structure, clear constitution, and organisation bank account.

We prefer applications to be based on actual quotes rather than estimates. If any item of work included in your grant is over £10,000, you must obtain at least three competitive quotes. Please get in touch with a Support Officer if you need assistance with this.

You will need to show that the proposals will be sympathetic to and not harm the historic character of the building. We want to know that there is no reason in principle why planning permission and listed building consent would not be granted. This will need to be backed by evidence that you have taken appropriate advice, including from conservation-accredited professionals.

Examples of eligible costs

- Fees for professionals/consultants needed for initial plans (e.g. architect, quantity surveyor, structural engineer, mechanical & electrical engineer, energy consultant).
- Legal costs where this is critical in establishing ownership or the viability of proposed uses (e.g. advice on restrictive covenants) or for advice on governance (e.g. to explore constitutional models for delivering the project and operating the building following completion).
- Costs associated with setting up a charity, converting a Community Interest Company into a charity, or converting an existing charity or social enterprise into a Community Benefit Society.
- Property valuation by a RICS registered valuer.
- Outline fundraising plan.
- Outline business plan.
- Costs of community engagement work (e.g. outreach, pop-up events, consultations).
- Specialist VAT advice to help identify the most tax efficient approach.
- Organisational overheads/administration costs (no more than 20% of the grant requested).
- Employment of a project co-ordinator (either someone appointed externally on a consultancy basis or an existing employee(s) working additional hours on this specific project).

- One year's membership of relevant organisations, such as the Heritage Trust Network, the Heritage Alliance, or Fit for the Future.

Please note we cannot fund any work that has started or costs you have incurred before we issue a grant offer letter.

How to apply

Application timetable: Two-stage application process

- You can submit an Expression of Interest anytime. (Stage 1)
- You will hear back from us within 2 weeks.
- If your project is a close match with our funding priorities, we will invite you to submit a full application. (Stage 2)
- We will let you know if your bid has been successful 2 - 3 months after receiving your second stage application.

Stage 1 – complete our short online Expression of Interest form. This asks for initial information about your organisation, the building you are interested in, and your plans for it. We welcome the chance to discuss your plans with you before you submit your enquiry. We may also get in contact once we have received your enquiry to discuss your project and ask some follow-up questions.

Stage 2 – if your organisation and project are eligible and appears to be a good fit with our priorities, we will invite you to submit a full application. We will send you a link to the online application form. You can complete and submit this to us when you are ready.

Please ensure you read this guidance in full before starting your application and refer to the application form help notes as you complete your application.

Decision – we normally take 6 - 8 weeks to assess applications. Your application will then be considered at one of our monthly meetings for requests up to £10,000 and at our quarterly meetings for requests between £10,000 and £20,000. We will tell you when this is once we receive your application, and you will hear the outcome within one week of this meeting. If your application is unsuccessful, we will provide feedback.

Supporting Documentation

Essential for all applicants:

1. Your organisation's governing document (if not previously supplied).
2. List of current trustees or directors and very brief description of their roles and relevant experience.
3. Copy of a minute from a meeting of your organisation's trustees or directors, or other evidence formally recording the decision to apply for a grant from the AHF for this project.

4. Your organisation's latest audited accounts and balance sheet, recent management accounts (if available) or up-to-date certified financial statement.
5. A number of high quality digital images of the interior and exterior of the building and any associated community events and activities.

Essential for all applicants except Project Viability Grant applicants:

6. Proof of your organisation's ownership/long lease of the building (e.g. a 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 or lease to your organisation).
7. A Project Viability Appraisal, Feasibility Study or Options Appraisal. This should include:
 - Evidence that the project is permissible in planning and conservation terms (e.g. copy of pre-application advice received from the local planning authority)
 - Evidence of community/stakeholder consultation
 - Market research report/evidence of demand from potential users

Additional items:

Applicants for Project Development Grants

Your grant request may not include all the items of work indicated, in which case only send the information if applicable. Supporting information strengthens the application as it helps us to assess the overall viability of the project and how our funds could help move the project forward.

8. Business Plan.
9. Valuation report, if applicable, for example to support the calculation of a conservation deficit, or in relation to the financing of the project.
10. Building condition report / structural survey.
11. Heritage Statement and Impact Assessment.
12. Copy of briefs for development work.
13. List of consultants invited to quote for the development work and a copy of the preferred quotation or tender.
14. 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).
15. Curriculum Vitae of the individual recruited to work on the project.
16. Calculation of allocation of overhead costs (using full cost recovery method).
17. Project fundraising strategy, plus confirmation of awards secured to date.
18. Relevant correspondence with potential match funders.
19. Copies of any match funding grant offer letters (relating to the work you are asking us to fund).
20. Partnership agreement or Memorandum of Understanding.
21. Any other relevant information you think we need to see.

What happens when a grant has been awarded?

You will receive a formal grant offer letter, which includes terms and conditions. You will then need to confirm that you accept these before you start the funded work.

We provide additional guidance for grant holders, but key points to note at this stage are:

- The work you would like us to fund must not start until after we have taken a decision to award a grant. We cannot cover costs you have incurred before your grant offer date.
- Our grants are normally valid for one year.
- We will ask you for updates during your work, usually when you are making a grant claim. Following completion, we may ask you to provide brief updates, so that we can understand the outcomes our funding has helped you to achieve.
- We will ask you to publicise our support for your project, as a condition of the grant.
- Grant payments are normally made in arrears, once work has completed: you will need to submit an online claim form and upload copies of invoices and evidence of work completed. If necessary, we can make grant payments in stages to help you manage costs and cashflow.

Do you offer other financial support?

Alongside grants, the AHF provides social investment loans to charities, social enterprises and community businesses across the UK seeking to acquire, reuse or redevelop buildings which are of historic or architectural importance.

Social investment loans are available for the acquisition of buildings, to provide working capital, for bridge / cashflow funding, or to kick-start enterprising activities. Find out more about the different advice, social investment loans and grants we provide on our website at www.ahfund.org.uk.

Where can I get more help and information?

You can also find contact details for [our team](#) of Support Officers, who will be happy to help.