

Application Help Notes for Grants and Loans

Architectural Heritage Fund

www.ahfund.org.uk

November 2024

What are these notes for?

These notes provide guidance on how to complete the two-stage process for our online application portal. This portal is how you apply for the following forms of support:

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- Project Viability Grants

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- Project Development Grants

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- Capital Work Grants NOT PRESENTLY AVAILABLE IN ANY PROGRAMME

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- Loans
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Please read these notes in full to understand the information you will need to provide when you make your application. For Capital Works Grants and Loans, there may be additional pieces of information you must include in your application; look out for **Capital Works Grants** and **Loans** as you move through this guide. As well as the questions on the form, you will need to upload supporting documents as attachments.

These notes will need to be read in conjunction with the relevant [Programme Guide](#) for whichever grant or loan programme you are applying to. Please note that different programmes may have **different eligibility requirements**, may support **different types of work** to be carried out, and may require **different supporting documents** to be included.

Please also check the application deadlines on our website. For grants, these vary depending on which type and size of grant you are requesting. Loan applications can be made at any time, however decisions are made on a quarterly basis; a quicker turnaround can be negotiated in exceptional circumstances.

AHF's two-stage application process

From 2023, the AHF is using a two-stage application process. The move to this two-stage process is designed to save you time so that you are only asked to complete a full application if our team determines that your project fits the grant programme or loan fund criteria.

The first stage in this process is to complete our [Expression of Interest](#) form. If we determine that your application is eligible for funding through one of our programmes and your project stands a reasonable chance to success in being awarded funding, we will invite you to submit a full application.

More information on what happens at each stage of this process, and what we are looking for, is below.

Expression of Interest form

The first stage in applying to the AHF for a grant or loan is to complete our Expression of Interest form. The information in this form will allow us to determine if your project and organisation are eligible for our funding and will allow us to make a basic assessment of your project. You can make an Expression of Interest at any time, but **please check application deadlines on our website if your project is particularly time-sensitive** to make sure your Expression of Interest is submitted in sufficient time.

What to tell us – Expression of Interest

In this form, you will be asked to tell us about your organisation and your building. We will also ask what plans you have for adapting and reusing the building, or what ideas you are considering. We will ask where the building is located and what works or costs you want us to fund.

The numbers below refer to the question number in the Expression of Interest 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 brackets – [].

Your organisation

3 What type of organisation are you?

A drop-down list will appear. Please note that the following types of organisations are not eligible for our funding: Private Owners, Universities, Colleges and other Schools, For-profit companies, Limited Liability Partnerships. In addition, Community of Interest Companies Limited by Shares and Churches or other Places of Worship in primarily religious uses are not normally eligible. If your organisation is one of these types but you believe you may be eligible for our funding, please reach out to our team via the contact details on our website.

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 or loans 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.

Your building

- 16 Please tell us briefly about your building – what was it and what is its history? Does the building have any special significance to your community? [150 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 special 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.

- 18 Please tell us briefly what you intend to use the building for, or if you are just getting started what ideas you are considering. What building work might be needed to allow for this use? [150 words]**

Tell us about: Your ideas for the use of the building and any works that may be necessary to allow for this use. At Project Viability stage, these are likely to be possibilities you want to test through the grant-funded work. At later grant and loan stages, you will already have identified your preferred option. Summarise both repairs and adaptation needed to enable the building to be used in the way you are planning.

Helps us to: Understand whether your project has the potential to regenerate a historic building in a way that retains its heritage value, while introducing viable new uses.

Your project

- 19 Please tell us briefly what activities or works you are asking the AHF to support. [150 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 relevant Programme Guide. Describe the main items, referring to which types of professional will undertake them and what they will produce.

Helps us to: Understand what your funding request is for and consider whether

this activity is likely to be eligible for the programme you are intending to apply to, as well as whether it represents good value for money. We will also consider whether your timescale to obtain funding and deliver your project is realistic.

What happens after I submit my Expression of Interest?

Once you have submitted your Expression of Interest, you will be emailed a PDF copy of it. Our team will then review your submission. We may ask you for further information at this stage. We may determine that your project is not eligible for our funding at this stage. We may also determine that, while your project is eligible, it is not likely to compete successfully for the funding we have available.

If you are applying for a grant, we will be in touch within six weeks to confirm whether we are taking your application forward.

If you are applying for a loan, we will be in touch within five working days. In most cases, we will want to speak with you about your project.

If you are invited to complete a full application, we will email you a link to the application form and a unique access code.

Completing a full application

If you are invited to submit a full application for a grant or loan, you will be contacted by a member of our team and sent a link to our Application Form, along with a unique code. By entering this unique code into the application portal, you will see that the information you provided in your Expression of Interest has been automatically added to your full application. This is to save you time. Please note that all pre-filled answers can be edited by you in case something has changed in your project.

You do not need to complete the full application in one go: please follow the instructions at the start of the online form to save your work as you go, and later resume a partly completed application.

You may wish 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. This also allows you to work with others and get feedback from within your organisation before submitting your application.

Some questions have specific word limits to encourage concise answers; please write as much as necessary up to this maximum. 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.

What to tell us – Application

In this form, you will be asked to tell us about your organisation and your building. We will also ask what plans you have for adapting and reusing the building, or what ideas you are considering. We will ask where the building is located and the work or costs you want us to fund.

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 brackets – [].

Where we have already asked this same question at Expression of Interest stage, the answers from your Expression of Interest form may be pre-filled within the Application. These answers are always able to be edited so that you can tell us the latest developments and situation with your project in your Application.

Capital Work Grants and **Loans**

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. There may also be additional elements of information we are requesting.

Section 1: About your organisation

1.3 What type of organisation are you?

Please refer to Question 3 in the Expression of Interest section, above.

1.7 Contacts

We ask for contact details for two individuals associated with your organisation, each of whom should have an ongoing involvement in the project, be authorised to speak on behalf of your organisation, and be able 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, a Director or member of your management committee. We will generally contact the first person whose details you provide. Both contacts will receive a copy of the completed application. We ask for two individuals' details so that we have a back-up in the event we are unable to make contact with the first named individual.

Helps us to: Stay in touch with your organisation after your application.

1.10 What support are you looking for?

You may tick more than one box if you wish to be considered for both a grant and loan. If you tick both 'grant' and 'loan', we will ask a member of each of those teams to consider your application. Please note, however, that you may not apply for more than one grant at any time.

In choosing which box to tick, please refer to the relevant Programme Guidance, as some of our funding programmes allow for capital work, while others do not.

Helps us to: Ensure we are assessing your application for the correct fund or programme of support.

1.11 What type of grant are you looking for?

If you tick 'grant' in Question 1.10, this question will appear. Please refer to the relevant Programme Guidance or speak to one of our staff to be sure you are choosing the correct grant for the activity you are wishing to undertake.

Helps us to: Ensure we are assessing your application for the correct support.

1.12 Where is your project based?

Please tell us where the building you are applying in relation to is located. Please note that we are only able to support projects based in England, Scotland, Wales and Northern Ireland. Different grant and loan programmes may also exist in different countries and regions. You are advised to read the relevant Programme Guidance alongside these notes to be sure you are applying to the correct programme.

1.14 Does your organisation have an Equality, Diversity and Inclusion policy?

The AHF is committed to support groups across the UK to take ownership of and maintain historic assets, and to promote access to heritage for all. You can read more about our commitments here: [Our Commitments to Equality, Diversity and Inclusion | The Architectural Heritage Fund \(ahfund.org.uk\)](https://ahfund.org.uk/our-commitments-to-equality-diversity-and-inclusion).

While we do not require applicants to have already developed a policy in this area before applying, we strongly encourage all projects we fund to develop such a policy within the lifetime of your grant or loan.

Helps us to: Understand your organisation's commitment to promoting equitable and inclusive access to the building you are seeking to adapt and reuse.

1.15 Please briefly describe the purpose of your organisation and your main activities. [150 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. In some cases, your organisation may be early in its development; where that is the case, we will want to see that you have a clear mission for your organisation and that this project aligns with or helps you to deliver your aims. We also want to identify whether there is support and advice we can offer to help your organisation to develop.

1.16 What percentage of your organisation's Board and Executive Leadership (defined as Director/CEO and senior management team) self identifies as the following?

Your organisation and representation

The AHF is committed to supporting diverse groups across the UK to take ownership of and maintain historic assets, and to promote ownership of and

access to heritage for all. You can read more about our commitments here: [Our Commitments to Equality, Diversity and Inclusion | The Architectural Heritage Fund \(ahfund.org.uk\)](https://ahfund.org.uk/our-commitments-to-equality-diversity-and-inclusion).

In order to analyse whether our support is reaching a diverse section of UK society, to help identify barriers that may be preventing our funding reaching as broad a group as possible, and to support under-represented diverse-led organisations to take ownership of historic assets, we ask all applicants to tell us about their Board and Executive Team (defined as Director/CEO and senior management team). If you do not yet know this information, please indicate 'Don't Know' but note that we may ask you to survey your organisation after an award.

Helps us to: Understand whether our funding is reaching a diverse section of UK society, help identify barriers that may be preventing our funding reaching as broad a group as possible, and prioritise our support to promote more diverse ownership of heritage assets amongst under-represented groups.

Section 2: About your building

2.2 What was the building originally and what is its history? If the building holds any special significance for your community, please describe that here. [250 words]

This section has not been pre-filled from your Expression of Interest form because we want you to tell us in greater detail about the building, its history and its meaning to your community today.

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 how it is currently used. How is it valued by the community?

Helps us to: Understand what the building was and its present circumstances, bearing in mind we may not have visited. It also helps us to understand the special significance the building may have to your community.

2.8 If you do not already own or hold a long lease on the building, who owns it currently? How do you expect to take ownership of the building – through purchase, asset transfer or otherwise?

If you do not already own or have a long-term, full repairing, fully licensable lease (of minimum 25 years) on your building, we must see a reasonable route to your organisation doing so.

Tell us about: Your prospects for acquiring the building and physical access to it. Outline your anticipated route to ownership and the point you have reached, e.g.:

- 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, uploading this document in Section 5. We will look for greater certainty on the prospect of gaining ownership of the building depending on which grant or loan you are seeking, for example:

- **Project Viability Grants:** a letter from the owners confirming their willingness in principle to sell or lease and to grant access.
- **Project Development Grants/Loans for acquisition:** draft Heads of Terms for a sale or lease agreement.
- **Capital Works Grants and Loans:** by this stage, we would usually expect you to have ownership or a long lease. If you are hoping to apply for a Capital Works Grant or Loan and do not yet have ownership or a long lease, please reach out to our team for advice.

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 activities and works you are applying to us to support.

Section 3: About the project

3.2 How do you intend to use the building? What adaptation works do you expect will be necessary or are you considering. [250 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 later grant and loan stages, 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 regenerate a historic building in a way that retains its heritage value, while introducing viable new uses.

3.4 How will the project benefit your community? Who are the beneficiaries? [200 words]

Tell us about: Who will use your project, describing which sections of the community will benefit from it, identifying especially 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. If you are applying for a Project Viability Grant and do not yet know what specific benefits the project will bring, please tell us about the proposed beneficiaries. For later stage grants and loans, we expect you to clearly identify who will benefit from this project and in what way.

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.

3.5 Where is your project currently on our Reuse Lifecycle.

Regardless of whether you are applying for a grant or loan, we ask that you look at our Reuse Lifecycle, which describes the stages of a typical historic building reuse project, and tell us where you think your project is: [ahf_strategy_document_pdf_06_1.pdf \(ahfund.org.uk\)](#). The key stages are:

- **Viability** – your project may just be an idea, or you may have a sense of what you want to do but you have not yet demonstrated that the project is likely to be viable. In this stage, works you may be applying for support toward include Property Valuations, Condition Surveys, and Options Appraisals considering local market conditions, initial architectural planning, likely project costs, and outline business plans. At the end of this stage, you will know if your project is essentially viable or not viable.
- **Development** – you have identified a Preferred Option and demonstrated that it is likely to be appropriate to your building and viable if you can acquire and/or deliver the capital works. In this stage, works you may be thinking of applying for support toward include Architectural Drawings and associated permissions, Business Planning, Fundraising of Capital Costs, a Loan for acquisition, and Project Management costs. You may also be testing Meanwhile Uses of your building. At the end of this stage, you will be ready to commence Capital Redevelopment.
- **Capital Redevelopment** – you have plans and permissions in place for all architectural adaptations you are planning, a robust Business Plan that shows a route to sustainable long-term operation of your building, and significant funding in place for capital works or are applying for it. You are applying for funding to support the costs of repair and adaption works to enable the building's reuse, and on completion of these works the building will be Operational.
- **Operational** – your building has already been adapted and you are actively using it, but you may be applying to support development of plans to adapt additional spaces within it or rethinking some aspect of your operation or business plan. You may also be looking for routine maintenance support, but please consult the relevant Programme Guidance as this activity is unlikely to be supported by the AHF.

Helps us to: Understand where your project fits within our Reuse Lifecycle and which AHF funding is most appropriate for your plans for the building.

3.6 Why do you expect that your planned reuse of the building will be sustainable? [150 words]

Tell us about: Any preliminary research you have carried out or reports you have produced that demonstrate demand for the service or activity you are planning, and that demonstrate an income stream capable of both supporting your activities and the long-term conservation of your building. If you have completed a Project Viability Appraisal, you can upload this at Section 5.

Helps us to: Understand what work you have undertaken already to determine your planned reuse will respond to an established local need and that your project will be financially sustainable in the long term.

3.7 Please tell us how you are maximising the environmental sustainability of your project. [150 words]

Tell us about: Any energy creation and efficiency measures you are employing or considering in your project (e.g. heat pumps, insulation); waste and procurement plans; ways in which you are supporting local biodiversity or sustainability awareness through your project; and the promotion of sustainable travel. Please indicate how you are balancing sustainability measures with conservation demands appropriate to the building. If you have an Environmental Policy, you can upload it as a Supporting Document.

Helps us to: Understand what steps you have already taken to achieve the greatest environmental benefit from reusing a historic building, and the extent to which you are balancing sustainability with the conservation needs of the building.

3.8 What, at this stage, are the total expected capital redevelopment costs for your project (including purchase if applicable)?

Here we are looking for an estimate of how much you think will be needed overall to deliver the adaptation works for your entire project (not including project development costs).

Capital Work Grants and Loans

If you are applying for a single phase of capital works then this total should be based on received tenders or, at the very least, cost estimates provided by your quantity surveyor. If you are following a multiple phased approach to bringing the building(s) back into use, then please provide the total for the phase that is the focus of this application.

3.9 At this stage, how many people do you expect will have learned new skills in community engagement, business planning, project management and/or fundraising through the activity you are asking us to support?

Please estimate how many people will have gained new skills through the work you are asking us to support.

Helps us to: Understand how the work you are asking us to support will help build capacity within your community.

3.10-15 At this stage in your project, what do you expect the completed project to deliver?

We do not expect you to be able to be precise on the exact amount of floorspace or jobs to be created; we are looking for an estimate of your current thinking about what your project could achieve, making your best guess based on

currently available information. We will ask you this again when the project is further developed.

- **Number FTE jobs created** – please tell us how many new jobs you estimate will have been created for the operation of the building;
- **Number of people offered training opportunities per year** – please tell us how many volunteers you estimate the operational project will work with each year;
- **Number of annual hours of volunteering opportunities** – please tell us how many hours per year of volunteer work will be supported by the project once it is operating;
- **Number charities/social enterprises/businesses that will occupy the building once it has been conserved** – please tell us the number of organisations that will regularly use the space (i.e. on a daily or weekly basis; and
- **Amount of floorspace in SQUARE METRES of the completed building** – please be sure you are using square metres, and not square feet.

Helps us to: Understand the potential social and economic impacts of your project; allow us to collect statistics to report to our own funders.

Section 4: Funding request and financial information

4.1 What are you asking the AHF to support, and how do these activities fit within your project plan? [250 words]

Tell us about: The specific work you plan to undertake with the help of our grant or loan. Please refer to the relevant Programme Guide. to see what costs we can consider. Describe the main items, referring to which types of professional will undertake them and what they will produce. Please note as well that we can also contribute to reasonable staff costs and overheads for voluntary sector organisations, calculated on a Full Cost Recovery basis (you will need to show how any allocation of overheads has been calculated - see the National Council for Voluntary Organisations [Know How](#) website for guidance).

Helps us to: Understand what your funding request is for and consider whether these activities are likely to be eligible for the programme you are intending to apply to, as well as whether it represents good value for money. We will also consider whether your timescale is realistic.

Capital Work Grants and **Loans**

Please provide a brief description, explaining the key works involved. Please explain what stage you have reached in planning these works, e.g. fully detailed designs and specification prepared. Please explain how you have arrived at the cost figures, e.g. cost plan prepared by your Quantity Survey or tenders from contractors. You will be asked to provide further details in the supporting documents to show there is a convincing case that the building will be restored and brought into use. This could include buildings in “meanwhile use”, provided work to ensure the building is safe, wind and weather-tight will be complete.

4.2 Is there one or more specific costs you are asking the AHF to fund? Please complete a headline budget. If you are requesting a percentage contribution towards your project, please indicate that below.

In this table, enter the main items of work as described above. 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, but please as grants are paid on submission of invoice evidence, so accurate costs are helpful. 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 in a supporting document.

Please indicate the percentage of each cost you are asking us to fund. If you are asking us to pay for a proportion of the total costs, please include all relevant costs here.

Capital Work Grants and Loans

If you are applying for capital funding 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 in Section 5.

4.3 Who is already part of your Project team, what roles will they fill and what skills do they bring? What advice have you taken and what is still needed? [500 words]

Tell us about: Your team – staff, Board, and other team members as relevant, as well as any consultants whom you have already engaged on your project. We do not need full CVs, but a one-line description of each key member of your team and what specific experience or skill they bring to the project will be helpful. Where you have already identified gaps in skills or knowledge, please tell us your plan for filling those.

Helps us to: Understand whether your team is currently sufficient to deliver your project, or – if your present team lacks key skills and experience – whether you are aware of the shortfall and have a plan in place to address it.

Capital Work Grants and Loans

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

4.4 What is the planned timescale for the work and why does it need to be done now?

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, any particular threats relating to the condition of the building, circumstances relating to ownership / acquisition.

Helps us to: Understand if your proposed timescale is realistic and prioritise requests for funding over time.

4.5 What other funding have you secured or applied for towards the present works? If you have not yet raised the additional funds needed, how do you plan to do so?

Tell us about: Non-AHF grants and loans, other funds raised or to-be 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.

4.6 What amount of funding are you requesting from the AHF?

Tell us here how much funding you are requesting from us. This amount should normally be the total cost of your planned activity, minus any match funding shown in 4.5.

Questions 4.9-4.14 relate to loan applications only.

4.9 What do you expect the value of the building will be after capital works are complete?

Provide an estimated value or tick 'Do Not Know'.

Tell us about: The current value of the building you wish to acquire, repair or adapt and the estimated value of the building once the planned works are complete.

Helps us to: Understand the difference the project will make and agree the terms of any loan finance we may be able to offer you.

4.10 How long do you want to borrow the funds for?

Tell us about: How long do you expect to need to borrow the loan funds for. Typically, our loan terms are between three to five years. We may be able to consider longer term borrowing where funds permit and on a case-by-case basis.

Help us to: Understand affordability of the loan and agree the terms of any loan finance we may be able to offer you.

4.12 The AHF may be able to offer capacity building support through our RePlan Programme. If you are interested in participating in this programme please indicate the type of support you might need.

RePlan is our capacity building support programme funded through the Heritage Impact Fund. We are able to offer loan recipients additional expert support, advice and mentoring in sustainable business change and long-term social and economic impact. Please tick 'Yes' if you are interested in being supported through this programme.

4.14 If yes, please indicate the form and value of the security.

Please provide us with details of any security you are able to offer against the loan. Security allows the AHF to protect our loan investment and impacts the terms of loans we can offer. This could be a charge against the building you plan to acquire or another building already in the ownership of your organisation.

Section 5: Checklist of supporting documents and photos

Please upload the supporting documents. If you are unable to upload the supporting documents online, we will accept electronic copies by email or a file sharing site. If you submitted any documents with a previous application and no changes have been made since then, you do not need to resend them, but please refer to your previous application. We recognise that not all of the documents we require may be ready at the time of application. However, if we make an award, 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, and a very brief description of their roles and relevant 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. At least 6 high quality digital images of the interior and exterior of the building and any associated community events and activities.
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).

For additional Supporting Documents, please refer to the Programme Guidance. In most cases, additional documents will be required.

Section 6: Declaration and Submission

Confirm and Submit

You need to tick the boxes to confirm that you have permission to apply and that you understand how we will use the information submitted to us.

When you are happy, click the Submit button. A copy of your completed responses will be emailed to the primary and secondary contact email address.

What happens after I submit my Application?

Once you have submitted your Application, you and the secondary contact will be emailed a PDF copy of it. Our team will then review your submission. We may ask you for further information at this stage.

Please review the Programme Guidance to see when your application will be considered, or you can speak with our team who will be able to give you an indication of a likely decision date.