

Supporting Documents

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.
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 plans for ownership are well-advanced, eg draft Heads of Terms.

Essential for Project Development Grant applicants:

7. 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).
8. A Project Viability Appraisal, Feasibility Study or Options Appraisal. This should include:
 - o Evidence that the project is permissible in planning and conservation terms (e.g. copy of pre-application advice received from the local planning authority)
 - o Evidence of community/stakeholder consultation
 - o 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 below, in which case only send relevant information. 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.

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

- 21.** Partnership agreement or Memorandum of Understanding.
- 22.** Any other relevant information you think we need to see.

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