



**Grants for
HISTORIC BUILDINGS, MONUMENTS
AND DESIGNED LANDSCAPES**

APPLICATION FORM

We accept applications for grants under this scheme throughout the year. However, if you are seeking a grant of £200,000 or more, we will normally need to have received your application by 31 January, if it is to be considered for a grant in the following financial year.



ENGLISH HERITAGE

Please refer to the accompanying guidance notes while you are filling in this form. You must answer all the questions in the form. If a question does not apply to you, write 'does not apply'. Please write clearly in **BLOCK CAPITALS**. When you return this form, you must include the supporting documents we ask for on page 19. We are not able to assess incomplete applications.

You should send your completed application form and supporting documents to your **English Heritage regional office**. On pages 21–22 of the guidance notes you will find out which region you are in, who to contact and where to send this form. The teams in our regional offices will also be able to help you if you have any questions about filling in this form.

If you have access to the internet, you can download this application form from our website: **www.english-heritage.org.uk**. We are not able to accept applications sent by fax, by e-mail or on disk because we need to have a signed hard copy.

Please note that we do not consider grants for work that has started before a written offer of grant has been made by us and accepted by you.

English Heritage operates an 'access to information' policy. Any information that you send to us and any information provided to assess this application may become publicly available.

ABOUT YOUR PROPERTY

Q1 Name and location of your property.

Name of property
Address
Postcode

Q2 Name of the local planning authority (unitary, district, city or borough council) in which your property stands.

Q3 Is your property listed?

Yes No

If 'Yes', please state at what grade:

Grade I Grade II* Grade II

Q4 Is your property, or the site it stands on, a scheduled monument?

Yes No

If 'Yes' please state the national or county monument number.

Q5 Is your property a registered historic park or garden?

Yes No

If 'Yes', please state at what grade:

Grade I Grade II* Grade II

Q6 Is your property within a conservation area?

Yes No

If 'Yes', please give the name of the conservation area.

If you are not sure about the answers to questions 3, 4, 5 and 6, you can ask for advice from your local authority conservation officer.

Q7 Please summarise any repairs or other significant work carried out to your property in the last five years, and give details of the cost and how you funded it.

Q8 Has the property been the subject of a grant application to English Heritage or any other grant distributor within the last five years?

Yes No

If 'Yes', please give details of the grant application, including reference number if known.

Ref. number	EH / HLF / Other grant distributor	Date of application	Outcome	Grant amount awarded £

Q9 Have you received planning permission or any other consents for any development of the property or of any adjoining land within the last five years?

Yes No

If 'Yes' please give brief details.

WHO IS APPLYING FOR A GRANT?

Q10 Applicant's details.

Please refer to section 1.4 of the guidance notes for details of who is eligible to apply for a grant.

Name of applicant (this can be the name of an individual or organisation)
Address
Postcode
Telephone (daytime, including area code)
Fax
E-mail

Q11 If you will not be handling the application yourself or you are applying on behalf of an organisation, please tell us the name of the person who will be our main contact. Include their full address if it is different from the address given above.

Name
Address
Postcode
Telephone (daytime, including area code)
Fax
E-mail

Q12 Do you own the freehold title of the property named in Q1?

- Yes
 No

If 'No', please provide the following information:

- The nature of your interest in the property (for example leasehold/tenancy etc.).

- The date when you gained this interest.

- Details of this interest (for example the length of your lease term, details of an agreement or option to buy).

Please enclose copies of documents that support the information provided in this question (for example a copy of your lease or option to buy).

Q13 Does anyone else have a legal interest in your property, such as a spouse, partner organisation or company? For example, your property may be jointly owned, or owned by another individual or organisation.

Yes No

If 'Yes', please give details of their names and addresses.

Name(s)
Address(es)

The person(s) named above will need to sign the Declaration on page 18 of this application form.

Q14 Is your property within or adjoining any other land that you hold, or is it within or adjoining other land held by anyone with a legal interest in your property (for example a company director, spouse, shareholder and so on)?

Yes No

If 'Yes', please give details.

Q18 How does your project meet our regional priorities for grants? (50 words maximum).

Please refer to the summary of regional grant priorities included with this application pack.

Q19 Do you plan to carry out any other work in association with the project, for which you are not applying for grant?

Yes

No

If 'Yes', please give a brief description and the approximate cost of this other work. If the repairs form part of a wider project, please give a brief summary.

Q20 Please give details of any other repairs or building development work that you want to undertake in relation to your property within the next five years.

Q21 Please give the name of your main professional adviser for the work outlined in Q15, if one has been appointed.

This is the person who will analyse the site, plan and specify the work, and inspect and certify the work while it is in progress and after it is completed (please refer to section 3.7 of the guidance notes).

Name
Address
Postcode
Telephone (daytime, including area code)
Fax
E-mail

Q22 If your main professional adviser is an architect or RICS building surveyor, do they have conservation accreditation?

Yes

No

PROJECT COSTS

Q23 Please provide a full breakdown of the costs that you want to be considered for a grant, including any project development costs.

Project development item (e.g. specialist reports)	Cost £	VAT £
Sub-total		

Main work item (e.g. repair items)	Cost £	VAT £
Sub-total		

Q24 Please give details of the costs of any professional advisers that you want to employ on your project.

Professional services (e.g. architect)	Proposed fee rate (%)	Cost £	VAT £
	Sub-total		

Q25 Is VAT likely to be recoverable or zero-rated on any part of the work? (Please refer to section 3.7 of the guidance notes.)

Yes No

If 'Yes', please give details.

Q26 Total project costs to be considered for a grant. This is the combined amount of the costs you have listed in Q23 and Q24, and taking into account Q25 (i.e. excluding any VAT that can be recovered or is zero-rated).

	Cost £	VAT £
Total		
Total project cost (cost and VAT)	£	

FUNDING YOUR PROJECT

Q27 How do you propose to fund your project? Please bear in mind that we will expect you to make a contribution towards your project costs from sources such as your personal funds, income generated by your business or grants awarded by other organisations.

Q28 Have you applied, or do you intend to apply, to any other organisations for a grant or loan towards the works described in Q15?

Yes No

If 'Yes', please give details of these other sources and the amount and type of funding (for example a grant or a loan) that you are applying for, intend to apply for, or have already been given for this work.

Name of organisation and type of funding	Date of application	Outcome (if known)	Grant amount £ (if known)	Time limits attached

Q29 Is your property receiving any other forms of funding at the moment? This includes funding for your property in general, not just for the works outlined in Q15. For example grants received under a Countryside Stewardship Scheme or a Woodland Grants Scheme.

Yes No

If 'Yes', please give details of the grant, including the amount.

Name of organisation	Date of grant award	Grant amount £	Time limits attached

Q30 How much grant are you asking us for under this scheme?

£

USE OF YOUR PROPERTY

Q31 What is the present use of your property? If it is not in use, please explain why.

Q32 Would the property's historical significance be put at risk by it being sold or put into a different use? (Please refer to section 2.4 of the guidance notes.)

Yes No

If 'Yes', please explain why your property needs to stay in the same ownership, as part of a group of structures, or in a particular specialised use in order to safeguard its future.

If you have answered 'Yes' to this question and you conduct a business, or you are a registered charity, you should include copies of your organisation's audited accounts for the last three complete years with your application.

Q33 Does your project involve bringing a redundant, derelict or under-used property back into use?

Yes No

If 'Yes', please give details.

If you have answered 'Yes' to the above question, you should provide a development appraisal for your project. In addition, where you will retain the property after the project is complete, you should provide a business plan which shows how the long-term future of the property will be secured.

Q34 What is the estimated market value of your property when in good repair and, where appropriate, fitted out for any proposed new use?

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Please note that that we do not expect you to spend money obtaining professional valuations solely to answer this question, and an approximate estimate is sufficient at this stage. However, if you have had a valuation carried out within the last two years, please enclose a copy of the valuation report with your application.

BENEFITS TO THE PUBLIC

Please tell us about any wider benefits that your project will provide. We will use this information to help us assess your application. (Please refer to section 2.3 of the guidance notes.)

Q35 Access and interpretation

Do you currently provide public access to your property?

Yes

No

If 'Yes', please give details of your public access arrangements.

If 'No', please give details of how you can provide access. If you do not think you are able to provide public access you should explain why.

Q36 Inclusion

Will your project benefit your community and the wider public? For example, by providing social and educational benefits to local communities (50 words maximum).

Q37 Regeneration

Will your project help to create long-term regeneration benefits? (50 words maximum).
Examples include projects that bring a property back into use, provide employment opportunities or that may act as a catalyst for further investment in the area.

Q38 Training and skills

Will your project provide training and develop conservation skills at either a professional or craft level? If so, how many people will be involved? (50 words maximum).

Q39 Sustainability

How will you make sure that the benefits of your project are maintained after it is completed? (50 words maximum).

If you have a maintenance plan for your property, please send us a copy with your application. In some cases we will ask you to produce a costed maintenance plan as a condition of our grant.

APPLICANT AND PROJECT PROFILE

We want to make sure that our grants reach all sections of society. The following questions are intended to help us find out more about who applies for our grants and who benefits from the projects that we fund. We will **not** use the information that you provide here as part of the assessment process.

About you / your organisation

A What type of applicant are you?

- Private individual Organisation

If 'Organisation', please specify type (e.g. commercial, local authority).

B Which of the following best describes you? If you represent an organisation, please estimate the percentage of the following groups within your organisation.

- Male Female Under 25
 26–59 60 plus Disabled

C Please tick the box which best reflects your ethnic origin. If you represent an organisation, please estimate the percentage of the following groups within your organisation.

- a) **White:** British Irish

Any other white background (please write in).

- b) **Asian or Asian British:** Indian Pakistani Bangladeshi

Any other Asian background (please write in).

- c) **Black or Black British:** Caribbean African

Any other black background (please write in).

- d) **Chinese or other ethnic group:** Chinese

Any other group (please write in).

- e) **Mixed:** White and Black Caribbean White and Black African White and Asian

Any other mixed background (please write in).

Who will benefit from your project?

D What are the age ranges of the people who will benefit from your project?

Please tick the relevant box(es).

- 0–5 6–10 11–16 17–18
 19–25 26–59 60 plus

E From the following list, tick the groups that are **most** likely to benefit from your project. You can tick up to three boxes.

- People living in rural areas People living in urban areas Refugees and asylum seekers Tourists
 People on low income or benefits People with disability One particular gender (please specify)

Other (give details).

F Please tick the box which best reflects the ethnic origin of most of the people who will benefit from your project:

- a) **White:** British Irish

Any other white background (please write in).

- b) **Asian or Asian British:** Indian Pakistani Bangladeshi

Any other Asian background (please write in).

- c) **Black or Black British:** Caribbean African

Any other black background (please write in).

- d) **Chinese or other ethnic group:** Chinese

Any other group (please write in).

- e) **Mixed:** White and Black Caribbean White and Black African White and Asian

Any other mixed background (please write in).

ACCOUNT DETAILS

You need to provide details of your bank or building society account, so that, if your application is successful, we can pay any grant we agree to give you.

Please check your bank details carefully. You must make sure that you advise us of any changes to your account details after we have received your application form. English Heritage cannot accept any liability for any loss incurred if you supply incorrect account details.

Account name	
Name of bank or building society	
Address	
Postcode	
Sort code	
Account number or roll number	

DECLARATION

Your completed application form must be signed by the applicant named in Q10 and, where applicable, other parties with a legal interest named in Q13 (for example co-owners of your property). If the applicant is an organisation, an authorised member of that organisation must sign and must give his or her job title.

I/we confirm that I/we have read and accepted the guidance notes, and that the information on this application form, together with the supporting information enclosed with it, is accurate and complete to the best of my/our knowledge.

Signature(s)
Name(s) (in capital letters)
Job title (for organisations only)
Date

SUPPORTING DOCUMENTS

You must enclose the following information with your application.

- Recent photographs of your property, including photographs that clearly show the work that is needed (Q16). You should label all photographs with the name of the property, the date of the photograph and a brief description of what it represents.
- A copy of a professional or specialist contractor's report demonstrating the need for repair or restoration (Q16).
- If you do not own the property, you must enclose copies of documents indicating your interest in the property (for example copy of a lease) (Q12).
- If the property's significance would be put at risk by it being sold or put into a different use, and you are conducting a business or are a registered charity, you must send us copies of your organisation's audited accounts for the last three complete financial years. You should explain any restrictions on the funds set out in the accounts (Q32).
- If your application involves bringing the property back into use, you must enclose a copy of your development appraisal, and if you are retaining the property, a copy of your business plan (Q33).

You should enclose the following documents only if you already have them or they apply to your project.

- A copy of a conservation or management plan, if one has been prepared for your property (Q15).
- A copy of a valuation, if one has been prepared within the last two years (Q34).
- A copy of a maintenance plan, if one has been prepared for your property (Q39).
- Letters or other documents supporting your application for a grant. Please specify what these are below.

All the supporting documents you send to us should be A4 size, except for plans, drawings and photographs. To help us copy and file your application, please do not bind documents.

Please keep copies of your completed application form and all supporting documents. Do not send us original documents or anything of historical or personal value. We will return documents to you only if you specifically ask us to do so.



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