



COUNTRY HOUSES FOUNDATION

**GRANTS FOR THE PRESERVATION OF BUILDINGS OF
HISTORIC OR ARCHITECTURAL SIGNIFICANCE OR
IMPORTANCE, TOGETHER WITH THEIR GARDENS AND
GROUNDS**

FULL APPLICATION FORM

Please return this completed form to

Country Houses Foundation
The Manor
Haseley Business Centre
Warwick
CV35 7LS

Tel: 0845 402 4102 Fax: 0845 402 4103

info@countryhousesfoundation.org.uk

CONTENTS

- 1. Introduction**
- 2. About the applicant**
- 3. About the property**
- 4. About the project**
- 5. Project costs**
- 6. Managing risks**
- 7. Measuring the success of your project**
- 8. Supporting documents**
- 9. Declaration**

INTRODUCTION

Unique Ref Number

1. Before you complete this form you must have submitted the Pre-Application Form and been allocated a unique reference number. Please insert your number in the box and quote it on all future correspondence.
2. You must answer all the questions even if you have already answered similar questions in the Pre-Application Form and must write 'Not Applicable' if a particular question does not apply to you.
3. Please write clearly and legibly in block capitals and use blue or black ink. If there is insufficient space for any of your answers then please make sure that all additional sheets are clearly marked with the unique reference number. This form can also be downloaded from our website www.countryhousesfoundation.org.uk and you may type in your answers but we will need a hard version of your application which has an original signature. We cannot therefore accept applications by fax or email.
4. The Trustees consider applications in April and October but you may submit your application at any time during the year. Please refer to the Guidance Notes for specific details on timing.
5. Please ensure you keep a copy of your completed Application Form together with all the enclosures. We may well need you to refer to this information when we contact you.

If you have any queries about this form or require any further information please contact us

at

The Manor, Haseley Business Centre, Warwick CV35 7LS
Tel: 0845 402 4102 Fax: 0845 402 4103
Email: info@countryhousesfoundation.org.uk

2. ABOUT THE APPLICANT

2.1 Name of the owner of the property:

Address:

Post code:

Tel:

Fax:

Email:

If the owner is an organisation, then please complete 2.2, 2.3, 2.4 and 2.5 below.

2.2 Please state the type of organisation

2.3 Registered number

2.4 If a registered charity then please state the Registered number

2.5 Please provide a copy of your organisation's Certificate of Incorporation, Memorandum and Articles of Association, constitution or rules as appropriate.

Copy Attached? Yes / No *(delete as appropriate)*

2.6 Please provide a copy of the organisation's most recent accounts.

Copy Attached? Yes / No *(delete as appropriate)*

2.7 Contact details for applicant (if different from above)

Your name:

Address:

Post code:

Tel:

Fax:

Email:

2.8 We need to be assured that you or your organisation have the relevant experience or capability to manage your project. Please confirm who will be leading the project and state their qualifications and experience.

2.9 Please give details of any previous experience of managing similar projects you or your organisation have.

2.10 If you do not have any sort of track record or relevant experience then please give details of any external expertise you will be using.

3. ABOUT THE PROPERTY

3.1 Name of project:

3.2 Name and address of property:

Post code:

3.3 Is the property owned freehold?

Yes / No *(delete as appropriate)*

If the property owned is leasehold please state the name of the Landlord and the unexpired term of the lease:

3.4 Does anyone else have a legal interest in this property?

Yes / No *(delete as appropriate)*

If yes, then please give details

3.5 Do you have, or are you planning to take out a mortgage or loan on the property?

Yes / No *(delete as appropriate)*

If yes, then please give details of the amounts involved and the lenders.

3.6 For what is the property currently used?

3.7 Is the property listed?

Yes / No *(delete as appropriate)*

If yes, at what grade?

Grade I / Grade II* / Grade II *(delete as appropriate)*

3.8 Is the property currently included in English Heritage's Buildings at Risk Register, or in a similar register compiled by a local authority?

Yes / No *(delete as appropriate)*

If yes, please enclose a copy of the relevant Register extract.

3.9 Please state the name of your local planning authority (or local Council) in which the property stands.

3.10 Have you applied for or received planning permission or any other consents for any development of the property, its gardens or grounds or of any adjoining land within the past 5 years?

Yes / No *(delete as appropriate)*

If yes, then please give details

3.11 If the property is registered, please state the Land Registry number

(Please note that by signing this application form you will be authorising us to carry out a Land Registry search if we feel it is appropriate.)

3.12 Please give details of any repairs (other than routine maintenance) or other significant work carried out to the property within the last 5 years including dates, costs and how it was paid for.

3.13 Please give details of any grant application to any organisation in respect of the property within the last 5 years.

Date of application	Organisation	Outcome	Amount awarded

4. ABOUT THE PROJECT

4.1 Please give a description of your project. *(Not more than 250 words)*

4.2 Please give details, including any reports and photographs showing the condition of the property in support of your application.

4.3 Please describe how this project will contribute to the historic environment. *(Not more than 250 words).*

4.4 Please give details of the public access to be provided upon completion of your project, and of any other public benefits generated by the project. *(Not more than 250 words).*

4.5 Does your project involve any other work for which you are not applying for a grant?

Yes / No *(delete as appropriate)*

If yes, please provide details.

4.6 Please provide a copy of your draft project plan and timetable, including your anticipated start date.

Copy Attached? Yes / No *(delete as appropriate)*

4.7 Please provide details (including likely costs) of any other repair or building work you hope to carry out on the property within the next 5 years.

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4.8 Will your project require planning permission or any other statutory consent?

Yes / No *(delete as appropriate)*

If yes, then please complete the following.

	Consent required	Date applied for	Date granted
Outline planning permission			
Full planning permission			
Listed building consent			
Other (please specify)			

(You do not need to have these before you make your application but you must have them all in place before your project starts. We may require copies).

4.9 Please give details of all heritage agencies or other relevant organisations you have consulted in planning your project. (You may find it useful to include copies of any reports or other material which support your project.)

Name of contact	Organisation	Tel number

4.10 Please give details of your main professional advisor or project manager.

Name:

Address:

Post code:

Tel:

Fax:

Email:

His/her qualifications and accreditation.

4.11 Please confirm your project has taken account of all relevant legislation including the Disabilities Discrimination Act, Health and Safety and Equal Opportunities legislation and state what (if any) effect this has on your project.

5. PROJECT COSTS

5.1 Please provide a summary breakdown of the total project costs listed below:

		TOTAL COST (including VAT)
Project costs		
Purchase price of property (to be purchased for project) or heritage items		
	<u>SUB TOTAL</u>	
Repair and conservation work		
Building work		
Professional fees		
Materials (not included in any of the above)		
Staff costs (of those not currently on payroll)		
Training		
Publicity or other promotional costs		
Contingency (not more than 10%)		
Inflation (if project lasts more than 12 months)		
Other costs (please specify)		
Total project costs		

5.2 Please give details of any interest you, any member of your family or any member of your organisation has in any of the organisations or individuals who have provided or will be providing quotes for the work.

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5.3 How will you or your organisation meet the project costs? Please state the amounts and confirm whether or not you have already raised them.

<u>Type of Funding</u>	<u>Amount raised</u>	<u>Amount to be secured</u>
Cash from your organisation		
Donations		
Statutory grants		
Grant-making trusts & foundations		
English Heritage		
Heritage Lottery Fund		
Businesses		
Non-cash contributions and volunteer labour		
Other		
Total		

Total project costs (including VAT)	
Less recoverable VAT	
Less other funding (as listed above)	
Total amount of grant being applied for from the CHF	

5.4 How will the CHF grant make a difference to your project? *(Not more than 250 words)*

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5.5 Please give an estimate of the costs of maintaining this project over the next 5 years once completed.

Year	Type of funding	Annual running/maintenance costs
1		
2		
3		
4		
5		

Please explain briefly how you anticipate meeting these costs:

5.6 Please provide your account details to enable us to pay any grant we agree to give you.

Account name	
Account number	
Bank/Building Society	
Sort code	

6. MANAGING RISK

6.1 Please demonstrate that you have fully considered the main risks or difficulties your project may encounter and how these will be addressed by completing the schedule below.

<u>Nature of risk</u>	<u>Probability (i.e. high, medium or low)</u>	<u>How do you propose to manage this risk?</u>

7. MEASURING THE SUCCESS OF YOUR PROJECT

7.1 Please list the main aims of your project and how you will assess your success.

Aim	Proposed action	Measure of success

8. SUPPORTING DOCUMENTS

This checklist is to help ensure you send us everything we need to consider your application. Please indicate if these are attached or if they are not applicable.

1	One copy of the signed Application Form	
2	If you are a company, a copy of your Certificate of Incorporation and a copy of your Memorandum and Articles of Association	
3	If you are any other type of organisation, then a copy of your constitution and/or rules.	
4	If you are an organisation, a copy of your most recent accounts	
5	If your building is on the English Heritage Building At Risk Register, a copy of the relevant register extract.	
6	If your building is listed, a copy of the relevant register extract.	
7	Copies of any reports or written advice from heritage organisations or advisors in respect of your project.	
8	Photographs of your building(s) clearly showing their current state. <i>(We are happy to accept photographs on CD, DVD or disk)</i>	
9	A copy of your draft project plan and timetable, including the anticipated start date.	
10	Any letters, articles or other material in support of your application.	

To help us with our administration, please ensure that you:

- **Do not bind any of the documents**
- **Do not send us original documents (apart from the signed Application Form) or anything three dimensional or valuable. We cannot guarantee their return.**
- **Keep a full copy of everything you send us with your application.**

9. DECLARATION

Please note that you are making this application at your own risk and the Country Houses Foundation cannot accept any liability to anyone for any loss, damage or costs arising directly or indirectly from this application or any subsequent award or refusal of an award.

I/We declare that:

- 1. I/We have read and accepted the guidance notes.
- 2. The information contained in this application form and all supporting information enclosed with it is accurate to the best of my/our knowledge.
- 3. I/We understand that any misleading statements, whether given deliberately or accidentally at any stage of this application process, or any information knowingly withheld could make the application invalid and that the Country Houses Foundation will cancel the grant and reclaim any monies paid.
- 4. I/We agree you may contact any of the professionals, suppliers, agents or other persons referred to in this application for the purposes of verifying any information pertaining to this project.
- 5. I/We agree to the standard terms and conditions contained in the CHF Guidance Notes and to any additional conditions as required by the Country Houses Foundation.

To be completed by organisations.

- 6. My/Our organisation has the power to apply for and accept a grant from the Country Houses Foundation under the terms of the CHF contract and power to carry out the project.
- 7. I/We are authorised to commit the organisation to the legal obligations contained in this grant application and any resulting offer of grant.

Signature:

Name:

Job Title:

Date: