

Grant Application form

TYLDESLEY HIGH STREET HERITAGE ACTION ZONE

IMPORTANT NOTES: PLEASE READ CAREFULLY BEFORE FILLING IN THE FORM

- i. This application should be accompanied by (if necessary) drawings of the proposed works, a priced schedule of works and photographs (these should be good quality, high resolution images, suitable for use in our project publicity), which show the building and relevant areas where work is required.
- ii. Your grant will be based on the grant-eligible works detailed in the preferred priced specification and Tender Report as a result of a competitive tender process. Tenders must be obtained for eligible works in compliance with Historic England's Procurement Regulations and For Tyldesley's Procurement Policy.
- iii. This application should also be submitted with the following documentation:
 - Details of your interest in the property and proof of ownership and/or possession of the property (e.g. Land Registry document or copy of your lease).
 - If you require the owner's permission to undertake the project, please submit accompanying evidence/ correspondence.
 - Information regarding any encumbrances, restrictions or claims against the property
 - Evidence of your ability to make the required match funding contribution, such as:
 - a) Your most recently audited accounts, or
 - b) A copy of a recent bank statement
 - Evidence of your ability to recover VAT, if applicable, or confirmation that you are unable to do so.
 - Copies of notifications relating to any planning consents required for the works, such as planning permission, listed building consent, or advertisement consent). Consents must be secured prior to applying for funding. (and fees associated with these are not eligible for a grant.)
- iv. Outline maintenance plan describing the tasks required to maintain the property over 10 years (from the completion of your project), with indicative costs (that will be met by the grantee).
- v. You will not be eligible for grant if work is started before all relevant documentation has been received and written approval is given.
- vi. If a grant is offered, it will normally include a condition that, should the grant-aided works bring about an increase in the building's value and that the building is sold within a three-year period, For Tyldesley Project Board may look to claw back some of the grant to replenish the fund for the benefit of the overall project. This will be discretionary and on a sliding scale depending on the time period since the grant was awarded.
- vii. To help bring vacant shop units back into use, the Grant Offer will include a clause enabling For Tyldesley to recommend a 'pop up' or meanwhile use tenant.

- viii. Historic England and For Tyldesley reserve the right to display hoardings during the building work and use photographs and details of your project in promotional literature.
- ix. Before a grant can be offered, the applicant must outline possible community engagement activities which could be delivered by your grant-aided project, by way of offering some commitment to For Tyldesley's Community Engagement Plan and cultural and heritage objectives of the Tyldesley High Street HAZ scheme (see section 5 of this application form).
- x. Where a grant is offered for repair works costing £20,000 or more in total, or any works to a Grade I or II* listed building, it is assumed that you have employed the help of a competent professional with relevant specialist conservation knowledge and experience to help you develop your eligible proposals. Where a grant is offered for repair works costing less than £20,000 or the work involves conversion, re-use, reinstatement works, conservation expertise is desirable but not essential. You may have arranged this yourself or by selecting an appropriate professional from the For Tyldesley's Architectural Services Framework.

For further help completing this form or if you have any queries please contact Kate Mitchell, Project Manager (Historic Buildings) Tel: 07395 834845 Email: k.mitchell@fortyldesley.co.uk.

1. Property details

- a. Name of property:.....
- b. Full address:.....
-Post Code:

2. Applicants details

- a) Name of applicant, i.e. person(s) or body with legal responsibility for repairs (you must give the details of all owners if the property or any part of it is jointly owned by any other individual(s) or organisation(s))
:.....
- b) Address:.....
- Post Code:
- Daytime Tel No: E-mail address:

3. Type of applicant (tick)

- | | | | |
|-------------|--------------------------|--|--------------------------|
| Sole Trader | <input type="checkbox"/> | Developer | <input type="checkbox"/> |
| Householder | <input type="checkbox"/> | Company (please give Registration No.) | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | Charity (please give Registration No.) | <input type="checkbox"/> |

4. Ownership interest (tick)

Leaseholders

Freeholders

a) If leasehold, what is the date when your lease expires and name of landlord?.....

b) Is it a repairing lease? Yes No

5. Landlord's consent

If you are not the owner, please provide details of your landlord and submit accompanying evidence that you have the owner's permission to undertake the project.

Not applicable

Yes Name of owner.....

6. Contact details of your project team

a) Main point of contact (if different from section 2.1).

Name:.....

Address:.....

..... Post Code:

Daytime Tel No: E-mail address:

b) Name of architect and/or other professional advisers for the repairs (if different from

3.1):Name:.....Address:.....

..... Post Code:

Daytime Tel No: E-mail address:

7. Details of your project:

7.1 Summary and nature of repairs/project:

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7.2 Existing/proposed uses:

- a) the present use of the building:
- b) the proposed use after repair (if different from existing)?.....

7.3 Any part(s) of the property is (are) vacant? Please provide details including estimated sq ft and how long has it (have they) been empty?.....

**7.4 Is VAT likely to be recoverable or zero-rated on any part of the project?
YES/NO**

If yes, please give details:

.....

7.5 Please state/confirm with the HAZ Project Manager which Grant Rates have been applied to your project (i.e. reinstatement works 90%, repairs 80%, works to bringing a vacant space back into use 60%)......

7.6 If you have engaged an architect or other advisers for your project, what percentage fee or lump sum fees will be charged?.....

7.7 Total project cost or tender price (including fees and irrecoverable VAT):

.....

7.8 Estimated grant-eligible costs (including fees and irrecoverable VAT):

.....

7.9 Estimated applicant's financial contribution to this project? (Excluding non-eligible works)

8. Public benefits within your community

The For Tyldesley High Street HAZ Grant Scheme is a community-led initiative which has been established to promote heritage-inspired growth of our high street and connect our people's stories to their place. As part of a complementary programme alongside the building projects, For Tyldesley wants to engage the community and promote a range of cultural and heritage initiatives in the town.

Please highlight (tick) and provide details of which the following activities you would like to incorporate within your scheme to help us achieve this (for those which apply please give further details as part of your application):

- a) Help us to promote the work of the HAZ and allow us to use your project in publicity including social media
- b) Promote your project and local heritage through activities and events including hard hat tours, talks by your architect or contractor for example.
- c) Utilise and expand local knowledge and expertise in conservation by using local labour and contractors including potential training opportunities.
- d) Provide short placements for local college students, who will be based with project architects, your selected contractor(s)
- e) Deliver heritage talks or maintenance workshops by your appointed specialists to showcase conservation skills.
- g) Take part in training opportunities involving:
 - i. landlords regarding the benefits of trading in a Conservation Area
 - ii. Maintenance workshops for landlords
 - iii. Dementia Awareness Training for traders
 - iv. Autism Awareness Training for traders

h) Please provide any additional details or others examples and ideas for community engagement:.....

9. Signature

The completed form must be signed here by the applicant named at 2.1 above. If the applicant is two or more individuals (e.g. if the property is jointly owned), all should sign. If the applicant is a body (organisation), an authorised representative of that body should sign and should describe his or her position.

I confirm that the information on this application form and the supporting information enclosed is true and complete to the best of my/our knowledge.

Signature(s)

Name (s)

Position:.....

Date:

7. Submission and assessment

Please submit this form to Kate Mitchell, Project Manager via email k.mitchell@fortyldelsey.co.uk (or for a postal address please telephone 07395 834845).

Your Grant Application will be assessed to confirm eligibility for HAZ funding and that you meet For Tyldesley's selection criteria before being presented to the Project Board for appraisal and final review. Grant applications for over £50,000 will additionally be referred to Historic England for approval. You must not start work **until you have received your Grant Offer letter and returned a signed copy of it to the HAZ Project Manager. You will not be eligible for grant towards any works that commence before the HAZ Project Manager has received your signed acceptance.**