

GOSPORT

GBC HERITAGE FUND

APPLICATION FORM

1 ABOUT YOU AND YOUR HERITAGE ASSET

1.1 ASSET FOR WHICH THE GRANT IS SOUGHT

Please give the name and address of the heritage asset for which funding is sought.

Name of heritage asset	
Address and postcode	
Current use	

1.2 CONSERVATION STATUS OF THE ASSET

Please tell us which of the following designations apply, if any.

Listed Building (please list number)	
Scheduled Ancient Monument (please list number)	
Local List of Heritage Assets	
Within a Conservation Area (please name)	
Within a Heritage Action Zone (please name)	
Other	
Not applicable	

1.3 MAIN CONTACT DETAILS

This should be the person with the legal responsibility for the project.

Name of main contact	
Address and postcode	

Tel no. and email	

1.4 SECOND CONTACT DETAILS

This should be a person who is able to discuss the application.

Name of second contact	
Address and postcode	
Tel no. and email	

1.5 ORGANISATION DELIVERING THE PROJECT

Please tell us about the organisation which will be delivering the project.

Name of organisation	
Structure of organisation	
What does your organisation do?	
In which areas of Gosport does your organisation work?	
Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	

1.6 ORGANISATION POLICIES

Please tell us if you have the following policies in place.

If your organisation is involved with children, young people or vulnerable persons, please tick if you have a safeguarding policy in place (if applicable)	
Please tick if your organisation has an equalities and diversity policy in place (if applicable)	

1.7 YOUR INTEREST IN THE PROPERTY

Tell us if you own the freehold, leasehold, have a tenancy or other interest. Please tick the relevant box. If leasehold or tenancy you must have an unexpired term of 5 years or more and a letter of support from the landlord for the project.

Leasehold		Year of expiry	
Tenancy		Year of expiry	
Freehold			
Other (please explain)			
Not applicable			

2. ABOUT YOUR PROJECT

2.1 PROJECT FOR WHICH GRANT IS SOUGHT

Please summarise what your project will do (max 200 words).

2.2 PROPOSED FUTURE USE PROPERTY (IF DIFFERENT FROM CURRENT USE)

Proposed future use	
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2.3 DELIVERING FUND PRIORITIES

We want to know if your project will help address one or more of the Fund priorities, which are:

- 1. Removing property from the 'Heritage at Risk' register**
- 2. Enhancing the townscape or setting of a heritage asset**
- 3. Improving sustainability and tackling climate change**
- 4. Creating employment or a sustainable future use**
- 5. Enhancing public access or interpretation**

In the box below, please outline the wider benefits your project, including how it will address any of the Fund Priorities.

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2.4 PLEASE PROVIDE THE NAME OF ANY ARCHITECT / OTHER PROFESSIONAL ADVISERS

Name of architect / adviser	
Address and postcode	
Tel no. and email	

3. COSTS AND FUNDING

3.1 WHAT IS THE TOTAL ESTIMATED COST OF YOUR PROJECT?

Total cost of the project including any non-recoverable VAT	£
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3.2 HOW HAVE THE PROJECT COSTS BEEN CALCULATED?

Please indicate whether costs are a fixed quote, QS estimate etc. If the project totals £5k or more three quotes will be required. Please provide a breakdown of project costs on a separate sheet including budget lines for fees, contingency and VAT allowances.

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3.3 GRANT REQUEST

Tell us how much grant you are applying to us for.

Grant request	£
Grant request as % of project costs	%

3.4 MATCH FUNDING

Tell us from which source you will be contributing to project costs.

Own resources	£
Other grants	£
Loans	£
In kind	£

4. TIMETABLE AND PROJECT MANAGEMENT

4.1 PLEASE TELL US WHEN YOUR PROJECT WILL START AND FINISH.

We expect projects to be completed within 2 years of a grant award.

Estimated project start date	
Estimated project completion date	

4.2 PLEASE TELL US WHO WILL BE RESPONSIBLE FOR MANAGING YOUR PROJECT

Name	
Address and postcode	
Tel no. and email	

4.3 CONSENTS

Please tell us if your project requires any additional consents.

Is planning permission or any permits or consents required for your project? If so, what stage are they at?	
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5. SUPPORTING DOCUMENTS CHECKLIST

Please tick to confirm you have attached the following documentation.

Relevant insurance policies for the organisation and project – e.g. Building Insurance, Public Liability (if applicable)	
Relevant ownership documents (if applicable) such as Land Registry ownership documents or lease - If a leasehold, a letter of support from the landlord for the project	
Evidence of any match funding for the project (if applicable)	

Drawings of the proposed works – generally to RIBA Work Stage 4 (if applicable)	
Quotes/tenders and evidence of how these have been identified	
Details of any required planning permission, permits or consents (if applicable)	
Photographs showing the heritage asset and relevant areas where work is required (if applicable)	
Details of how you will look after your asset in the longer term	
Details of your professional team and the process used for their appointment	

6. YOUR DECLARATION

The completed form must be signed here by the main applicant named at 1.3 above. If the applicant is from two or more individuals, all should sign. If the applicant is a body (organisation), an authorised representative of that body should sign and should name their post in the body.

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.

Name (s)	
Signature (s)	
Date	
Position held (organisations only)	

Please email completed forms to the Grants Officer at gbcgrants@gosport.gov.uk or post to:

Grants Officer
Gosport Borough Council
Town Hall, High Street
Gosport, PO12 1EB

If you need any assistance in completing this form please contact gbcgrants@gosport.gov.uk