

Grants for Programmes of Major Works Round 2: 2021/22

Individual Project Application Form

Please fill in a copy of this form for every project that you are applying for funding for under the Programme of Major Works grant scheme.

This form must be completed by the individual or organisation (‘the applicant’) with legal responsibility for the repair of the building

**Section 1** (for stream 2 and 3 applicants only. Stream 1 applicants go to Section 2)

* 1. Name of applicant applying for grant

|  |
| --- |
| Click or tap here to enter text. |

* 1. Please choose the category that best describes the applicant:

|  |
| --- |
| Choose an item |

* 1. Please provide the following details (if appropriate):

|  |
| --- |
| * Company registration number: Click or tap here to enter text. * Charity registration number: Click or tap here to enter text. * VAT number: Click or tap here to enter text.   Can you recover VAT, or benefit from a reduced or zero rate for any part of the work? Choose an item.  If yes please give details:  Click or tap here to enter text. |

* 1. Address of applicant

|  |
| --- |
| Building name/number  Street name  Town  City  Postcode |

* 1. Lead contact name responsible for managing the project

|  |
| --- |
| Click or tap here to enter text. |

* 1. Job title/position

|  |
| --- |
| Click or tap here to enter text. |

* 1. Contact telephone number

|  |
| --- |
| Click or tap here to enter text. |

* 1. Contact Email Address

|  |
| --- |
| Click or tap here to enter text. |

**Section 2: Details of Site**

* 1. Site name

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| --- |
| Click or tap here to enter text. |

* 1. Site address

|  |
| --- |
| Building name/number  Street name  Town  City  Postcode |

* 1. Please provide your site’s National Heritage List for England number (‘list entry number’). You can find this by [searching on the Historic England website](https://historicengland.org.uk/listing/the-list/map-search?clearresults=True). If your project affects multiple listed buildings, please enter them as a comma separated list:

|  |
| --- |
| Click or tap here to enter text. |

* 1. Please provide your average annual number of days open to the public 2015-2019

|  |
| --- |
| Click or tap here to enter text. |

* 1. Please provide your average annual visitor numbers from 2015-2019

|  |
| --- |
| Click or tap here to enter text. |

* 1. Please explain how Covid-19 has impacted on your planned works projects, for example:
* reduced visitor income
* disruption to a programme of repair works
* other impacts including those affecting community use

|  |
| --- |
| Click or tap here to enter text. |

**Section 3: Details of Project**

* 1. Project Name

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| --- |
| Click or tap here to enter text. |

* 1. Please provide further details of the proposed major works project in the box below:

|  |
| --- |
| Click or tap here to enter text. |

* 1. Is the work applied for part of a wider project?

|  |
| --- |
| Choose an item.  If yes, please give details: Click or tap here to enter text. |

* 1. Please outline the urgency of work based on the most recent site condition survey:

|  |
| --- |
| * Urgency of work: Choose an item. * Please provide details, including date of the condition survey: Click or tap here to enter text. |

* 1. Name of Lead Professional

|  |
| --- |
| Click or tap here to enter text. |

* 1. Name of Lead Professional’s organisation

|  |
| --- |
| Click or tap here to enter text. |

* 1. Detail of Lead Professional’s conservation accreditation

|  |
| --- |
| Click or tap here to enter text. |

* 1. Name of Quantity Surveyor and details of what services they are providing

|  |
| --- |
| Click or tap here to enter text. |

* 1. Name of Quantity Surveyor’s organisation

|  |
| --- |
| Click or tap here to enter text. |

* 1. Proposed tender process (choose an option)

|  |
| --- |
| Choose an item. |

* 1. Please explain how you will demonstrate value for money if the project is not being competitively tendered or being let via a contract that has already gone through a compliant tender process e.g. Framework/Measured Term Contract

|  |
| --- |
| Click or tap here to enter text. |

* 1. Proposed tender documentation

|  |  |
| --- | --- |
| Documentation | Will this be completed? |
| Full detailed specification | Choose an item. |
| Detailed drawings | Choose an item. |
| Bill of Quantities/Priced Schedule of Works | Choose an item. |
| Any other documentation  If Yes, please provide more details | Choose an item.  Click or tap here to enter text. |

* 1. Project timeline

|  |  |
| --- | --- |
| Task | Date |
| Anticipated tender documentation completion | Click or tap to enter a date. |
| Anticipated contract award | Click or tap to enter a date. |
| Anticipated start on site | Click or tap to enter a date. |
| Anticipated completion on site | Click or tap to enter a date. |

* 1. Are all necessary consents and permissions in place or in progress?

|  |
| --- |
| Choose an item. |

* 1. If No, please confirm the current position and how the relevant consents will be in place before the works commence.

|  |
| --- |
| Click or tap here to enter text. |

* 1. Please explain how this project will contribute to safeguarding jobs and sector capacity building:

|  |
| --- |
| Click or tap here to enter text. |

**Section 4: Project costs**

* 1. Please provide a full breakdown of the estimated costs that you want us to consider for a grant, including the cost of any professional advisers that you want to employ on your project. Please itemise main work items on separate table rows, one row per item. Enter values in the existing rows, and click  to add a new row;

|  |  |  |  |
| --- | --- | --- | --- |
| Main work item  (e.g. repair north slope of roof) | Cost £ | VAT £ | Sub-total £ |
| Work item | Cost | VAT | Sub-total |
| Sub-total | Enter sub-total | Enter VAT sub-total | Enter grand total |

Please itemise professional services on separate table rows, one row per item. Enter values in the existing rows, and click  to add a new row;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional services  (e.g. architect, lead professional, quantity surveyor) – please include name if available | Fee rate (%) | Cost £ | VAT £ | Sub-total £ |
| Service | Fee rate | Cost | VAT | Sub-total |
| Sub-total | | Enter sub-total | Enter VAT sub-total | Enter grand total |

Please itemise backfill for specialist in-house staff on separate table rows, one row per item. Enter values in the existing rows, and click to add a new row;

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Backfill for specialist in-house staff  (please itemise) | Charged by hour or day (please select) | Hour/day rate | Estimated hours/days | Cost £ | VAT £ | Sub-total £ |
| Backfill role | Choose an item. | Hour/day rate | Number | Cost | VAT | Sub-total |
| Sub-total | | | | Enter sub-total | Enter sub-total | Enter grand total |

* 1. Please provide the total cost of your project (£):

|  |
| --- |
| Click or tap here to enter text. |

* 1. Please detail other sources of funding (£). Enter values in the existing rows, and click  to add a new row:

|  |  |
| --- | --- |
| Source | Value (£) |
| Source | Value |
| Source | Value |
| Source | Value |
| Sub-total | Enter sub-total |

* 1. How much grant are you applying for? (£):

|  |
| --- |
| Click or tap here to enter text. |



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