

# FOR OFFICIAL USE BY THE CONSERVATION OFFICER

## 6. SUMMARY OF PROPOSED PROJECT

Description of proposed project

Details of Local Authority approval (if applicable)

Justification of project at the present time

Estimated total costs of project

## 7. AMOUNT SOUGHT FROM THE PHYLLIS DUNN FUND

## 8. OTHER INFORMATION RELEVANT TO THE PROJECT

Comments

## SIGNATURE OF THE CONSERVATION OFFICER

Signature

Date

Reference number

Company Registration No: 8459906

Charity No: 1157672



Bexhill  
Old Town   
PRESERVATION SOCIETY

GRANTS FOR HISTORIC  
PROPERTIES

# NOTES FOR APPLICANTS

## 1. Principles of Funding

Bexhill Old Town Preservation Society Ltd. (**BOTPS**), as a charity founded with the prime aim of preserving Bexhill Old Town, considers applications for funding to support or complete preservation works upon historic Old Town buildings. These may be private homes or commercial premises.

As a guide, the Board of Directors will think suitable works to include the repair or replacement of structures which through the dilapidation and ravages of time, have become unfit for their original purpose.

Such works must conform with statutory regulations concerning old buildings, and will be stylistically acceptable to the Board.

The funding of simple routine maintenances, such as surface painting and roof and drainage overhaul, may be considered only in exceptional circumstances.

The funding of technological improvements, concerning for instance electrical, heating and plumbing systems, and the installation of fitments credited with higher durability or insulative properties other than original, is most unlikely to be viewed as a proper use of the charity's funds.

The Society has never funded works retrospectively; that is, paid on estimates for works that have been commenced or completed.



## 2. How to Apply

The first step is to write, call, email or visit the BOTPS office at **Trafalgar House, 8 High Street, Bexhill Old Town, East Sussex, TN40 2HA**, to arrange to discuss the project with the BOTPS Conservation Officer.

Such discussions are usually held on the site of the property concerned. In the interests of the public accountability of the Charity, and for the gathering of educative information on the historic fabric of the town, the Society will require a photographic record of the particular structural aspects needing funding at this stage.

Following this initial consultation, the formal application is made.

This requires the applicant to submit to the Board of BOTPS written estimates for the work from bona fide contractors. Three estimates from independent firms are usually required, together with the charity's Grant Application form, this latter being duly completed under the guidance of the BOTPS Conservation Officer.

The application is formally considered and potentially approved only at BOTPS Board Meetings, which are held monthly.

Following approval, one half of the grant (or amount determined by the Board) for works by the chosen contractor is usually forwarded to the applicant within a short period of time.

The second half of the grant money is payable only upon satisfactory practical completion of the works as determined by the Conservation Officer.

A full photographic record, including finished work, must be given to the Society as an essential part of this final approval and will be open to public scrutiny through our website.

# GRANT APPLICATION FORM

The Phyllis Dunn Fund

## 1. PERSON / ORGANISATION APPLYING TO THE FUND

Name

Address

Postcode

Telephone no.

Email address

## 2. NAME OF SENIOR OFFICER OF ORGANISATION (IF APPLICABLE)

## 3. BUILDING FOR WHICH GRANT IS NEEDED

Address  
(If different from above)

Postcode

## 4. PERSON RESPONSIBLE FOR THE PROJECT

Name  
(If different from above)

Telephone no.

Email address

## 5. DETAILS OF OWNERSHIP OF THE BUILDING

Local Authority

Freehold

Leasehold

Comments

## SIGNATURE OF THE APPLICANT

Signature

Date

**BEXHILL OLD TOWN PRESERVATION SOCIETY LTD**  
Trafalgar House, 8 High Street, Bexhill Old Town, East Sussex, TN40 2HA  
Telephone No: 01424 732642 Email address: admin@botps.org.uk