



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 fittings 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 does not fund works retrospectively; that is, paid on estimates for works that have been commenced or completed.

Applicants should normally have been resident in Bexhill Old Town for at least 3 years before a grant can be considered.

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 made 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 may 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.

A full photographic record of the work should be given to the society and will be open to public scrutiny through our website.

The award and timing of any grant, and the amount, are at the complete discretion of the Board of BOTPS.

GRANT APPLICATION FORM

fromThe Phyllis Dunn Fund

1. PERSON / ORGANISATION APPLYING TO THE FUND

Applicants 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

FOR OFFICIAL USE BY THE CONSERVATION OFFICER

6. SUMMARY OF PROPOSED PROJECT

Description of Proposed Project

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