

England  
**Young People's Fund 2: National Grants**  
Land and buildings application guidance notes



**Extra information we need for capital grant applications £10,000 or more for projects which include any of the following:**

- purchase of land and buildings
- improvement of land
- new build construction
- alteration, refurbishment or extension of buildings.

These guidance notes are for use alongside the Programme Guidance Notes for Young People's Fund 2: National Grants. It is not possible to make an application for a grant for land or buildings using these guidance notes alone.



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These guidance notes are for organisations applying to the YPF2: National Grants programme whose application includes capital expenditure of £10,000 and above on one or more of the following:

- buying land and buildings with or without alteration, refurbishment or improvement
- buying land on which a permanent building will be constructed
- buying equipment and fixtures and fittings linked to the land or building
- improving of land, for example play areas
- altering, refurbishing or extending a building you already own or lease
- constructing a new building.

Under the Young People's Fund 2 National Grants programme in England we will normally only fund up to £250,000 of the total capital required to deliver your project.

These guidance notes explain the extra information we need with your application. This differs depending on the type of capital project or size of grant for which you are applying.

These guidance notes also explain the specific legal requirements you will need to meet if you are awarded a capital grant.

These notes also include a glossary of capital terms (Appendix A), which you may find helpful.

## 1. Issues to consider before making an application

### 1.1 Security of tenure

1.1.1 If you are applying for a capital grant for a project involving land and buildings you must have security of tenure (freehold or leasehold ownership) of the land and buildings where the capital project will take place.

1.1.2 The form of tenure we require you to hold depends on the total amount of capital grant we award your project.

- Grants up to £50,000: freehold (registered or unregistered) OR a lease which cannot be brought to an end by the landlord for at least five years.
- Grants of more than £50,000 and less than £250,000: freehold (registered or unregistered) OR a registered or registerable and assignable lease of at least 10 years without a break clause.

1.1.3 The minimum number of years remaining on the lease is calculated from whichever is the latest of the date you buy the land and buildings or practical completion of the building work.

1.1.4 Where a building is to be constructed on land that you will lease, the landowner should grant you a development agreement with an agreement to lease attached. The development agreement will allow you to occupy the land during construction. The agreement to lease will allow you to occupy the land or building once the work is completed.

### 1.2 Options appraisal

1.2.1 An options appraisal is a key part of the planning process for all projects involving land and buildings. To be considered for funding, you must send an options appraisal with your grant application.

1.2.2 An options appraisal should give details of all the options you have explored for delivering the accommodation needs of your project and should include the option of leaving things as they are.

For each option considered you should cover the following areas:

- a. the needs that your project aims to meet
- b. the project's objectives, benefits and outcomes
- c. for each option considered:
  - how it will help facilitate the delivery of your project's outcomes and the needs it aims to meet
  - the estimated costs (capital and revenue costs)
  - a risk assessment
- d. your preferred option, and an explanation of why you have chosen it.

### **1.3 Buying land or buildings**

1.3.1 Your application should explain why buying land or buildings is appropriate for your organisation. Some of your reasons for buying might be:

- a. to provide long-term stability for your organisation
- b. to create a building of a specialist nature
- c. that the property represents good investment because the benefits of your project are likely to continue for a long time.

1.3.2 Your options appraisal needs to show you have considered all potential alternatives. It should also show why buying of the land and buildings is your preferred solution.

1.3.3 When we consider your application we will focus on the outcomes for your project. We expect to see clear links between the delivery of these outcomes and your reasons for wanting to buy the land or buildings.

## **2. What you need to send us**

### **2.1 Applications for buying land and buildings and for building work.**

2.1.1 See capital grant checklist one in Appendix B of this guidance. This checklist explains the extra information you should send us with your application.

2.1.2 Make sure you sign and send us the correct completed checklist and the additional information we ask for with your application.

2.1.3 You must ensure that you are able to meet all of the requirements of the capital grant checklist before you submit your application. You cannot apply for grant to cover the costs you incur in meeting the capital checklist requirements. We can only fund costs incurred, or expenditure committed to, after the date of a grant offer.

### **2.2 Applications for only buying land and buildings (no building work required).**

2.2.1 See capital grant checklist two in Appendix B of this guidance. The checklist explains the extra information you should send us with your application.

2.2.2 You should ensure that you send us the correct completed checklist and the additional information we ask for with your application.

2.2.3 You must ensure that you are able to meet all of the requirements of the capital grant checklist before you submit your application. You cannot apply for grant to cover the costs you incur in meeting the capital checklist requirements. We can only fund costs incurred, or expenditure committed to, after the date of a grant offer.

2.2.4 If you apply for a grant for buying land and buildings, you should not enter into contracts until we have awarded you a grant. We will not make grant payments for costs you incur before we have awarded

you a grant. We would not normally offer a grant where the proposed cost of buying the land and buildings is more than the open market value.

### **3. If we award you a grant**

#### **3.1 Post award capital grant checklists**

If we award you a capital grant under the YPF2: National Grants programme, in addition to the requirement to submit a project business plan, you will be required to submit for our agreement and approval a capital project delivery plan in the form of a post award capital grant checklist.

Our information requirements for the post award capital grant checklists differ according to the size of the capital grant we award you. See post award capital grant checklists three, four, five and six in Appendix B of this guidance. Each checklist explains the extra information you should send us.

- ▶ Post award capital grant checklist three is for capital grant awards of up to £50,000.
- ▶ Post award capital grant checklist four is for capital grant awards of more than £50,000 and less than £250,000.
- ▶ Post award capital grant checklist six is for capital grant awards for buying land and buildings only.

The completed checklist and accompanying information should be submitted within 6 months of the date you accepted our grant offer. When we have received this information we will undertake a detailed review of your capital project delivery plan. You will be contacted during the review process and we may want to visit you to discuss with you and your professional team the information you have provided. We may use technical advisors to assist us with this review.

If there are any key issues or risks we identify as part of the review, we will discuss these with you and agree a timetable for their resolution or amendment.

If the capital project plan has been completed to our satisfaction we will contact you to discuss the continuation of your grant.

You will receive further details about this process if you are awarded a capital grant.

#### **3.2 Lead in payment**

We understand that most grant holders under the YPF2: National Grants programme will need to appoint professionals to enable them to develop the capital element of their project through to the requirements of the post award capital grant checklists and to meet our legal requirements.

We will therefore normally release up to five per cent of the capital grant requested to help cover the costs you will incur in developing your project through to the requirements of the capital grant checklist.

We will not be able to release any payments above the five per cent until we have received and approved your capital grant checklist.

#### **3.3 Legal Requirements**

3.3.1 All grants for projects involving land and buildings are subject to the standard terms and conditions for capital grants in Appendix C of this guidance. The key requirements of these additional terms and conditions are set out below.

If we award you a capital grant, we will set out in our grant offer letter the timetable within which you will be required to meet specific terms and conditions for capital grants. We will also set out the timeframe within which you will need to start the building work.

##### **3.3.2 Certificate of title**

If we award you a capital grant of more than £50,000, you will need to provide a completed certificate of title from your solicitor before we can make capital payments above the five per cent lead in payment. If

your project does not include buying land and buildings the certificate of title should be submitted with your post award capital grant checklist. If your project includes buying land and buildings see section 3.4 for our requirements.

You must provide the certificate of title in the form in Appendix D. The certificate of title must be signed by your solicitor, who will be acting under a duty of care to us, and will confirm:

- a. the title
- b. that all relevant searches have been made and no adverse entries found
- c. that the title is good and marketable with no easements, restrictive covenants, leases which would prevent full and continuous project delivery throughout the period of the grant agreement.

You should make provision within your project costs for the legal fees you will incur providing the certificate of title. As an indication only we think it is reasonable to include an estimate of up to £500 plus VAT. Your solicitor will advise you on the cost of providing a certificate of title, which should include the search fees, Land Registry and companies house fees.

### 3.3.3 Our security requirements

When we make a capital grant for a project involving land and buildings, we must ensure that the capital assets will be used for the grant purpose for the asset-monitoring period. This means we require you to make legal commitments to us to secure grant purpose. The form these take depends on the amount of grant and the type of organisation receiving the grant.

### Other organisations and bodies

If your organisation is not a statutory body and we award you a capital grant of more than £50,000 and less than £250,000, before we can make capital payments above the five per cent lead in payment, you will need to either:

- register a restriction on the title of the land and buildings (registered land) or
- agree a Deed of undertaking (unregistered land).

You should make provision within your project costs for the legal fees you will incur providing the deed of undertaking or the restriction. As an indication only we think it is reasonable to include an estimate of up to £750 plus VAT. Your solicitor will advise you on the cost of providing the deed of undertaking or the restriction.

### 3.4 Buying land and buildings

3.4.1 If we award you a capital grant to purchase land and buildings we will not release grant for the purchase until after we have agreed and approved your project business plan and the information submitted with the post award capital grant checklist. Before we can make payment for the purchase of land you will also need to send us the following information.

A letter from your Solicitor or a Licensed Conveyancer requesting that we pay grant to the solicitors' client account on order pending completion. This letter should briefly describe the transaction, the estimated date for exchange of contracts, the proposed date that we should pay the solicitors and confirmation that they are acting on behalf of your organisation.

and

- a. For grants of up to £50,000, a letter from your solicitor confirming the form of title you are going to acquire, (freehold or leasehold), and if leasehold, the length of the lease, which must be at least 5 years without a break clause.

or

- b. For grants of more than £50,000, a completed certificate of title as explained in section 3.3.2 above.

and

- If your organisation is not a statutory body and we award you a capital grant more than £50,000 and less than £250,000 a Deed of undertaking as explained in section 3.3.3 above.

### 3.5 Capital assets

3.5.1 You may not sell, transfer, lease or otherwise dispose of land and buildings bought, built, extended, refurbished, altered and/or improved with our grant without our written permission.

3.5.2 You may not change the purpose for which the capital assets are being used without our written permission.

3.5.3 We will hold you responsible for the condition and use of the land and buildings for the asset-monitoring period. The asset-monitoring period starts from the date of completion of the capital works and is related to the type and size of our capital grant as shown below.

Grant type and size		Asset-monitoring period
Grants for buying freehold land and buildings		40 years
Grants for building work not involving buying land and buildings:	Up to £50,000	5 years
	Of more than £50,00 but less than £250,000	10 years

### 3.6 Insurance cover

3.6.1 You will be responsible for making sure that you have appropriate insurance cover while any capital works are in progress. You must also ensure that you have appropriate insurance for the lifetime of our grant and beyond.

3.6.2 We may ask you to provide evidence of insurance cover as part of our monitoring checks. Statutory bodies may decide not to take out such insurance if it is legally allowable. If you are not going to insure the land and buildings we have funded, you

must tell us this and agree in writing to repair or replace the land and buildings for the original purpose in the event of damage.

### **3.7 Statutory obligations**

3.7.1 You will be required to meet your obligations under the legislative framework for the country in which the project is being carried out. For example: recipients should ensure that building projects fulfil the requirements of the Disability Discrimination Act. Other areas to consider include health and safety regulations, data protection and human rights legislation. We suggest you seek advice from either your own adviser or the relevant Government agency.

### **3.8 Procurement**

3.8.1 You will be required to seek at least three competitive tenders for building work unless the work is being undertaken under a pre-tendered arrangement such as a Public Private Partnership or Private Finance Initiative scheme.

3.8.2 Before we can pay capital grant to you for building work, you will be required to show that an appropriate procurement process has taken place by providing us with a copy of the completed tender review report. Where building work is being commissioned under pre-tendered arrangements, you must still show that contract costs have been checked to confirm value for money. If you do not intend to accept the lowest tender for the building work you must explain why not and obtain our consent. We will provide further guidance on our tender review requirements in our "Guide to Your Grant documentation

3.8.3 Before you enter into a building contract you must seek our written acceptance of your choice of contractor.

3.8.4 We cannot give you extra grant, if the prices given during the tender process are higher than the estimates given in your application. You could fund the balance yourself, negotiate a reduced tender amount or send out the tender again. If you still cannot match the original estimate, you should contact your grant officer to discuss the problem. You must tell us if you want to make any changes to the scope and specification of works proposed to bring it within budget. You must get written approval from us before going ahead with any changes.

3.8.5 Public bodies must meet the relevant UK and European legislation on procurement, together with the provisions of the World Trade Organisation General Procurement Agreement. You need to check whether they apply to your project. If they do, you must tender openly for the goods and services in accordance with these regulations.

## Glossary of terms

### Access audit

A part of the process of designing a building or site, which considers how disabled people will be able to access the building or site. You can get publications and information about accessibility and audits from:

### Employers' Forum on Disability (A membership based organisation)

Nutmeg House  
60 Gainsford Street  
London SE1 2NY

Phone: 020 7403 3020

Minicom: 020 7403 0040

Website: [www.employers-forum.co.uk](http://www.employers-forum.co.uk)

### Centre for Accessible Environments

70 South Lambeth Road  
London SW8 1RL

Phone/textphone: 020 7840 0125

Fax: 020 7840 5811

Email: [info@cae.org.uk](mailto:info@cae.org.uk)

Website: [www.cae.org.uk](http://www.cae.org.uk)

### Disability Rights Commission

DRC Helpline  
FREEPOST MID02164  
Stratford upon Avon  
CV37 9BR

Phone: 0845 762 2633

Textphone: 08457 622 644

Website: [www.drc-gb.org](http://www.drc-gb.org)

### Adverse entries

Anything appearing on the documents which prove the landowner's title to the land which might affect the landowner's ability to use all or part of the land for the grant purposes or which might limit the use of certain parts of the land for a specific purpose or which might

have an adverse impact on the value of the land.

### Agreement for or to lease

Before the tenant takes a lease (confirming his leasehold ownership), the landlord might confirm in a written document called an agreement for lease that they will give the tenant a lease if certain conditions are met. If they are not met the tenant will not get the leasehold ownership. Therefore, you must be sure that you can meet the conditions of an agreement for lease if the grant depends on you having a leasehold ownership.

### Asset-monitoring period

The period over which we will monitor your project to ensure that the grant purpose is being met. The period during which we will hold you responsible for the condition and use of the land and buildings funded by the grant starting from the date that the capital works are completed.

### Assignable lease

A term used for leasehold land and buildings to show whether the land and buildings can be sold to or given to another owner. The lease will say whether the land and buildings can be given to or sold to another owner and therefore if they are assignable. Often the lease will contain a number of conditions that have to be met before the lease is assignable. These conditions may include obtaining the consent of the landlord.

### Break clause

A provision in a lease that allows the landlord or the tenant or both to bring the lease to an end before the full period of years has elapsed.

### Building control approval

Confirmation from the local authority building control service that project proposals and plans comply with the building regulations.

**Building cost information service (BCIS)**

This service from the Royal Institute of Chartered Surveyors provides a quarterly review of building prices that can be used for feasibility studies and forecasting building costs. Average building costs based on the analysis of more than 10,000 tenders are shown in tables per square foot and per square metre for all types of buildings in various locations.

**Buildings insurance certificate**

Certificate to show that there is insurance for the building and its use.

**Building professional**

A professional adviser or consultant with specialist training and knowledge employed by you to act for you.

**Building regulations**

Rules made under powers provided within the Building Act 1994, which apply in England and Wales, which cover the technical aspects of building projects (for example structural, fire safety, ventilation). You or your professional advisers will need to obtain approval that your proposals meet the regulations from the local authority or the approved agent. For further information on building regulations refer to the Department for Communities and Local Government website at <http://www.communities.gov.uk>

**Capital assets**

Assets that have a large monetary value such as land, buildings, equipment, and vehicles.

**CDM regulations**

The Construction (Design and Management) Regulations 1994. These cover health and safety regulations for building works.

**Certificate of practical completion**

Formal document issued under the building contract

(by the contract administrator) to show that the building work is complete apart from any defects, which will be corrected by the making good defects certificate.

**Certificate of title**

A written document from a solicitor confirming that the grant recipient is the leasehold or freehold owner of the land and buildings to which the grant relates and that there is nothing about the land and buildings which might stop the grant being used for the grant purpose.

**Change control**

The process by which changes to the building contract are managed and recorded.

**Contingency**

An amount of money (usually expressed as a percentage) built into the total project costs in case part of the project costs more than you thought.

**Contract administrator**

The person or organisation (e.g. architect, architectural technologist or technician, engineer or building surveyor) named within a building contract to manage the terms of the contract between you and the contractor.

**Contractor**

The organisation carrying out building work for a pre-agreed cost.

**Covenant**

A formal acknowledgement of a legal responsibility to another person.

**Deed of dedication**

If the grant recipient does not own the land or buildings to which the grant relates the landowner might be able to sell the building before the purpose of the grant has been met. The deed of dedication is a

document the landowner must sign to confirm that the land or buildings will be used for the grant purpose and will not be sold without the consent of the Big Lottery Fund.

### **Deed of undertaking**

If we ask for a restriction but the land is not registered then we require the landowner to complete a deed of undertaking confirming that, if at any time in the future the land is registered, at that time that they will register a restriction at the Land Registry.

### **Easements**

Rights over property that is owned by someone else e.g. rights to cross land with vehicles or by laying pipes and cables.

### **Elemental Cost Estimate**

An estimate of the costs of a building project, broken down into a series of elements such as external works, preliminaries, contingencies, inflation, etc. The quantity surveyor or building surveyor that you choose to prepare your estimates will be familiar with this term.

### **Employer's agent**

A building professional who is appointed by you to fulfill your duties under the Construction Design and Management Regulations 1994.

### **Extension**

Additional space built on to an existing building.

### **External works**

The works on or in the land surrounding a building for example drainage work, roads and paths and landscaping.

### **Fixtures and fittings**

Items inside a building that are attached to the walls/ceilings/floors or built in as part of the building for example electrical sockets and light fittings.

### **Final certificate**

A document usually issued six to 12 months after the Certificate of practical completion and following the Making good defects certificate. It confirms the end of the builder's liability and marks the end of the Contract administrator's authority under the contract.

### **Freehold**

A form of ownership of land or buildings where ownership cannot be taken away from the owner unless they agree. This is the most permanent way in which someone can own land or buildings. The owner owns the property forever, or until they sell it or give it away. They not have to pay anyone for the use of the land and buildings.

### **Gantt chart**

A pictorial representation of a project plan, showing activities (usually as shaded bars); milestones (usually as black diamonds); and dependencies (usually as lines linking the relevant ends of the activity bars).

### **Good and marketable title**

This means that the current owner has complete freedom to sell you the property and no other party has an interest in it.

### **Grant purpose**

What our grant must be used for.

### **Gross floor area (GFA)**

The area inside a building, measured to the inside face of the outer walls. This is prepared by measuring each floor of the building (or plans) and adding them together to give the total.

### **Ground investigations**

A detailed technical investigation of the ground on which a building will be constructed to determine the type of soil and sub soil, how suitable it is for building on and whether it contains any old structures that

need preserving, contaminated areas or existing pipes, cables or other services.

### **Land Registry**

The national land database where landowners can record their ownership. If they do so their land is registered Land. Anyone can find out who owns a piece of land if it is registered at the Land Registry.

### **Lead building professional**

The member of the design team (normally the architect or architectural technologist or building surveyor) who takes overall responsibility for coordinating of the design process and client contact.

### **Lease**

A document containing the rules that show how a particular piece of leasehold land or a leasehold building is owned. The lease will contain rules about how long the tenant's ownership is for and how much rent is paid and when it is paid (among other things). The lease is given to the tenant by a landlord. The tenant pays the landlord rent for the use of the land and building.

### **Leasehold**

A form of land ownership in which someone (known as the tenant) owns the land and buildings for a limited number of years. The rules of ownership will be dealt with in a document known as a lease (see above). Often the ownership under the lease will be for many years and the tenant will pay a sum of money to "buy" the leasehold ownership from a previous tenant or from the landlord and then will pay a small rent to the landlord each year during it's ownership.

### **Legal charge**

A document that contains rules about how land and buildings may be used. An owner of land gives a legal charge to someone who lends or grants them money. If the owner goes bankrupt or fails to keep to the rules

about how the money must be used, the legal charge should mean that some or all of the money could be recovered. The legal charge will also stop the owner from selling the land without the consent of the person who lent or granted the money.

### **Legal opinion**

A written document from a solicitor in which the solicitor confirms that they believe the recipient has the legal power to sign the terms and conditions of grant and any legal charge or other document that we may ask the grant recipient to sign.

### **Licensed conveyancer**

A person qualified to prepare the legal documents and carry out the legal process of transferring ownership of property (as an alternative to using a solicitor).

### **Listed building and Listed building consent**

A building which, because it has special historic or design features that require protection, has been given 'listed' status by English Heritage or Cadw (the historic environment division within the Welsh Assembly) and requires special approval if it is to be altered or extended.

### **Management committee**

Members of your organisation's governing body (who may be called trustees, directors, members of the management committee).

### **Non-recoverable VAT**

VAT charged on buying goods, services or transactions that you are not able to reclaim from the HM Revenue and Customs.

The following guidance is available from HM Revenue and Customs:

- VAT Notice 701/7/94  
(1 August 1994)

VAT reliefs for people with disabilities

- VAT Notice 701/1/95  
(1 January 1995, update February 1997)  
Charities leaflet

- VAT Notice 708  
(August 1997)

Buildings and construction

- VAT Notice 701/6  
(March 1997, supplement April 1997)

Charity funded equipment for medical, veterinary etc uses.

You should seek guidance and obtain written confirmation of the VAT position in relation to your proposed project. Unexpected VAT bills can add significantly to the total cost of your capital project.

### **Parent company deed of guarantee**

If a building company is a subsidiary of (i.e. owned by) another, the deed of guarantee states that the parent company must fulfil the contractual obligations (e.g. finish the building for the agreed price) if the subsidiary fails to complete or is closed down.

### **Planning permission or planning consent**

The approval or rejection decision made on a planning application by a planning committee.

### **Planning supervisor**

A person or organisation appointed to oversee compliance with the CDM regulations.

### **Practical completion**

When the construction works have been completed in accordance with the requirements of the contract.

### **Preliminaries**

Costs of work that needs doing before the main building work can start e.g. the contractor setting up the site office.

### **Professional indemnity insurance**

Insurance covering building professionals from civil law claims arising from advice or services provided.

### **RIBA (Royal Institute of British Architects)**

This is the qualifying body for British architects.

### **Refurbishment**

To renovate, re-equip, or restore a building.

### **Registerable**

Land or buildings are Registerable if the ownership of them can be registered at the Land Registry. Freehold ownership is always Registerable. Leasehold ownership is Registerable where the tenant still has seven years or more of ownership according to the Lease.

### **Registered land**

Land and buildings registered at the Land Registry. If they are registered they will be given a "title number", which is unique to the land and buildings, and which the recipient or its solicitors should know and be able to produce. A title number can prove whether a recipient owns the land and buildings.

### **Restriction (on title)**

A document entered into by a landowner which confirms that they will obtain our consent before selling their land and or buildings or leasing them to someone else. The restriction is a document that will be registered at the Land Registry so that anyone looking at the recipient's ownership of the land will know that our consent is required. If the land is not

registered land at the time of the grant offer then the recipient will complete a deed of undertaking instead. Statutory bodies will usually be asked to enter into a Restriction in the form of a deed of dedication.

#### **Restrictive covenant**

A covenant acknowledged in a deed or lease that restricts the free use or occupancy of property.

#### **Retention**

A percentage of the cost of the building works not paid to the contractor until the work is completed satisfactorily and the making good defects certificate has been issued.

#### **Searches**

Questions asked before land or buildings are bought to check if there are any rights, restrictions, covenants or other matters affecting the property that may cause the new owner a problem.

#### **Security of Tenure**

A good, strong and usually well documented right to own or use a property for a period of time.

#### **Specification**

A description of the type of materials or service to be used in the building works.

#### **Tenant**

The holder or owner of a lease who pays rent to the landlord for the use of the property.

#### **Tender**

A formal process that allows contractors to bid to supply a service or carry out work at a stated cost.

#### **Tender review report**

A written report by your lead building professional to

report on the tenders received, the work undertaken to check them and the final result after checking.

#### **Tenure**

The form of right (title) under which land or a building is held or occupied (freehold or leasehold or licence).

#### **Title**

The legal right by which property is owned or occupied.

#### **Unregistered land**

Land and buildings not registered at the Land Registry. It is not so easy to prove land ownership as it is with registered land; instead, a recipient will need to show that they own the land by producing legal documents and will usually need their solicitor's help to do so.

# Appendix B

## Capital grant checklists

B1 Capital grant application checklist1 – to be submitted with the application form

B2 Capital grant application checklist2 – to be submitted with the application form

B3 Capital grant (post award) checklist3 – to be submitted after you have received an offer of grant

B4 Capital grant (post award) checklist4 – to be submitted after you have received an offer of grant

B6 Capital grant (post award) checklist6 – to be submitted after you have received an offer of grant

## Standard Terms and Conditions for Capital Grants - YPF 2 National Grants

Note: applicable to England and Wales only. Variations available for Scotland and Northern Ireland.

1. If any part of the capital grant is to buy or build, refurbish, extend or alter buildings or land ("capital assets"), then we understand that these standard terms and conditions will apply to our grant in addition to all other conditions you have required of us.
2. We understand and accept that you may require security over the capital assets funded by the grant. Usually this will be either a deed of dedication in your standard form or if the property is registered, a restriction to be lodged at the Land Registry or if unregistered, a deed of undertaking in your standard form to secure repayment of the grant in appropriate circumstances. If you have asked for security, we understand that you will not pay more than a maximum of 5% of the capital grant until you have received the documents completed to your satisfaction.
3. We understand and accept that you may require confirmation from our solicitors (by way of a legal opinion, which you will supply), that we have the legal powers under our governing documents to undertake the project and to execute the legal documents associated with our grant.
4. We do not have any undisclosed loans secured on the capital assets. We will not take out any loans secured on any capital assets funded or part-funded by the capital grant unless we receive your agreement in writing first. Your agreement may be subject to conditions, which we will have to meet.
5. If any part of the capital grant is to buy land

(whether freehold land or leasehold land), we will send you when asked the following documents:

- a surveyor's report on the condition of the property, its value and whether it is suitable for the project;
  - confirmation by our solicitors that all necessary consents for the use of the property for the purposes of the grant have been obtained;
  - if the grant is over £50,000, a certificate of title completed by our solicitors (which you will supply), together with either a deed of dedication or our solicitors undertaking to lodge restriction at the Land Registry if the land is registered or if the property is unregistered, a deed of undertaking.
6. If any part of the capital grant is to buy leasehold land, then we will ensure that the lease will be for the following minimum term of years or for minimum asset monitoring period in clause 11, whichever is the longer:
    - For capital grant of up to £50,000: a lease of at least 5 years, without a break clause.
    - For capital grant of more than £50,000 but less than £250,000 a registered and assignable lease of at least 10 years, without a break clause.
  7. If all or part of our capital grant is to be used for any building work we understand and accept:
    - that you will keep 95% of the capital grant until we have provided in a satisfactory form:
      - evidence that we have received any necessary planning permission, listed building consent and building regulations consent (or other applicable consents or regulations) required for the building work; and
      - evidence that a competitive tender process has been undertaken with a minimum of three estimates received from three independent builders. If we are to commission the building

- works under pre-tendered arrangements, we will provide evidence of the tender process undertaken to identify existing contractors;
- that you will make payments in stages when you receive builders' invoices or against interim certificates completed on the RIBA (Royal Institute of British Architects) form or other appropriate invoices;
  - that you will keep 5% of the part of the grant for the building works until you receive the certificate of practical completion. We will then send you the making good defects certificate; the final certificate; confirmation that we have obtained the building regulations completion certificate; and confirmation that we have obtained the buildings insurance certificate; and
  - that if we want to make significant changes to the scope of the building works, we must get your permission in writing before going ahead.
8. If our capital grant is more than £50,000 and to be used for any building work we understand and accept that:
- you will require confirmation (by way of a certificate of title, which you will supply) from our solicitors that we are the leasehold or freehold owner of the capital assets to which the grant relates and that the capital assets may be employed for the grant purpose;
  - you will keep 95% of the capital grant until we have provided in a form which is completed to your satisfaction:
    - a copy of the tender review report. If we are to commission the building work under pre-tendered arrangements, we will provide you with evidence that demonstrates that costs have been market tested to confirm value for money;
    - an updated capital project cost summary, cash flow and programme; and
    - evidence that we have secured all the required partnership funding for the capital project;
  - we must employ a lead building professional to manage the tender process and to certify that the building works have been properly carried out;
  - if structural work is necessary, we must employ a structural engineer;
  - we will use building professionals that are fully qualified members of an approved professional body and have all necessary professional indemnity insurance cover; and
  - if building works come under the Construction (Design and Management) Regulations 1994, we will confirm that we have appointed a planning supervisor.
9. We understand that if we do not make payment claims for capital grant within three months of incurring the relevant capital expenditure, then you will proportionally reduce our capital grant in line with the actual capital expenditure incurred in the claim period.
10. If we need to use the capital assets to raise further funding, we will first obtain your agreement in writing, which may be subject to conditions and which we will have to meet. You will need to be satisfied that the new lender understands and will put the interests of the beneficiaries of the project first. We undertake that:
- any loan secured on the capital assets will be used entirely on the project; and
  - the maximum loan will be no higher than the amount of money being put up by the new lender.
11. We will not sell, lease, let, sub-let or otherwise dispose of or change the use of any capital asset

without first receiving your written consent, which may contain conditions which we will have to meet. If we sell or dispose of any capital asset, we may have to repay you all or part of the money we have received from you. The amount we repay will be in direct proportion to the share of the project cost that came from you. If, with your consent, we sell any capital asset wholly or partly bought with the grant, it will be at full market value.

purchase of the capital asset or the date of completion of the building work, whichever is the earliest.

12. You will continue to monitor capital assets bought with the grant after the project is over and we will supply information about and allow you to inspect the capital assets in accordance with your standard procedures for the longest of the following applicable periods:

- for freehold property bought with the capital grant: 40 years after purchase
- for leasehold property bought with the capital grant: the unexpired period of the lease or for 40 years, whichever is the shorter
- for capital grant of up to £50,000 for building work (on freehold or leasehold land already owned by us): 5 years
- for capital grant of more than £50,000 but less than £250,000 for building work (on freehold or leasehold land already owned by us): 10 years
- for other capital assets if bought with up to £50,000 of capital grant: 5 years after the purchase or the length of the grant agreement whichever is the shorter
- for other capital assets if bought with more than £50,000 of capital grant: 10 years after purchase or the normal economic life whichever is the shorter.

13. We understand and accept that the asset-monitoring period will start from the date of

# Appendix D

## **Standard Forms of Legal Documentation**

- D1 Standard Certificate of Title
- D2 Standard Deed of Dedication
- D3 Standard Deed of Undertaking

## Young Peoples Fund 2

**Photography** Ana Arenas, Alan Fletcher, Martin Jenkinson, Simon McComb, Brian Morrison,

**Further copies available from:**

Phone: 0845 4 10 20 30

Textphone: 0845 6 02 16 59

Email: [general.enquiries@biglotteryfund.org.uk](mailto:general.enquiries@biglotteryfund.org.uk)

**Our website** [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

### **Accessibility**

Also available upon request in other formats including large print.

### **Our equality principles**

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

### **We care about the environment**

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

### **Our mission**

We are committed to bringing real improvements to communities and the lives of people most in need.

### **Our values**

We have identified seven values that underpin our work: fairness; accessibility; strategic focus; involving people; innovation; enabling; additional to government.

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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**Capital grant applications for projects that involve building works (including new building, refurbishment, alteration or external works, and buying land or buildings on which the building works will be carried out).**

**Under the Young People's Fund 2 National Grants programme in England we will normally only fund up to £250,000 of the total capital required to deliver your project.**

If you are applying for a capital grant for land and buildings, you must complete this form and send it and the supporting information we have asked for with your application. We cannot assess your application until we have received this information.

**Unique reference number (for internal use)**

**Project name**

**Organisation name**

**Address of land or buildings**


**Postcode**

**A**

**Tick the boxes to confirm you have provided the information requested below:**

1. A description of the proposed building works including your users' accommodation and technical requirements.
2. An options appraisal   
A description of the options you considered for delivering the land and buildings part of your project, including the estimated costs of each option, and the reasons you chose this option to meet your need.
3. Capital project programme   
Details of the planned timetable for your project including the principal feasibility, planning, design and construction activities.
4. Details of the professional team members you have or will employ to deliver your project.

**B**

**Tick the boxes to confirm that:**

You hold a freehold or leasehold interest in the land and/or buildings.

or

You will use part of the grant to buy a freehold or leasehold interest in the land and/or buildings.

Planning permission is not required.

or

Planning permission is required but has not been applied for yet.

or

Planning permission is required and I enclose a copy of the planning consent.

**C**

**Summary of capital costs**

Complete the summary of the capital costs table below. The costs land or building purchase, construction, non-recoverable VAT, project contingency, inflation allowances, professional fees and administration.

Capital Cost Item	Amount £
A. Land or building purchase	
B. Construction costs	
C. Furniture and equipment	
D. Professional fees	
E. Other costs	
F. Inflation	
G. Contingency (minimum 10 per cent)	
H. Non recoverable VAT	
<b>I. Total Capital Cost</b>	

Tick the box to confirm that you have also provided a written commentary explaining the basis of the cost summary including any assumptions in terms of VAT, inflation and contingency.

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

**Signature of chair, chief executive or person of similar responsibility within your organisation.**

<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Name</b></td> <td style="width: 50%; border: none;"><b>Date</b></td> </tr> </table>	<b>Name</b>	<b>Date</b>
<b>Name</b>	<b>Date</b>	



**Capital grant applications for only buying land and buildings (where no building work is required).**

**Under the Young People's Fund 2 National Grants programme in England we will normally only fund up to £250,000 of the total capital required to deliver your project.**

If you are applying for a capital grant only for buying land and buildings, you must complete this form and send it and the supporting information we have asked for with your application. We cannot assess your application until we have received this information.

---

**Unique reference number (for internal use)**

**Project name**

**Organisation name**

---

**A**

**Tick the boxes to confirm you have provided the information requested below:**

1. A description of the type of land or building you want to buy including your users' accommodation and technical requirements.

2. An options appraisal

A description of the options you considered for delivering the land and buildings part of your project, including the estimated costs of each option, and the reasons you chose this option to meet your need.

---

**B**

**Summary of capital costs**

Complete the box below to confirm the anticipated cost of buying the land and buildings.

**Amount £**

Land or building purchase

Tick the box to confirm that you have also provided a written commentary explaining how you have estimated the anticipated cost of purchasing the land or buildings.

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

**Signature of chair, chief executive or person of similar responsibility within your organisation.**

<b>Name</b>	<b>Date</b>



Projects awarded a capital grant of less than £50,000 (for projects that involve building works including new building, refurbishment, alteration or external works, and buying land or buildings on which the building works will be carried out).

If you have received a capital grant of less than £50,000, you must complete this form and send it with the required supporting information detailed in the sections below.

Unique reference number (for internal use)

Project name

Organisation name

Address of land or buildings

<b>Postcode</b>

## A

Tick the boxes to confirm you are sending the information requested below.

1. A description of the proposed building works noting any change from the checklist submitted with your application.

2. Confirmation of ownership of the land and buildings

- for freehold ownership, either a copy of the land registry certificate or a solicitor's letter confirming ownership
- for leasehold ownership, a copy of a lease of appropriate length.
- for land and buildings that you have not bought yet, details of the property you intend to buy including:
  - a description of the land or building you want to buy (if different from item 1 above)
  - details of the title (freehold or leasehold)
  - the timetable for purchase

- a surveyor's report on the condition of the land and building, the current market valuation (with any restrictions on use noted) and the fitness for the intended grant purpose
- if leasehold, a copy of the lease or the draft lease.

### 3. Design information, including:

- a site plan showing the outline of the building and the site, surrounding properties and access routes at a minimum scale of 1:1250
- floor plans or general arrangement drawings showing your proposals, noting the gross floor area in square metres and basic specification for the proposed works, at a suitable scale (A3 minimum size)
- details of how the building and the site will allow access to and use by those with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example; ramped access, induction loops, disabled toilets, clear signage, lifts, and details of other public access issues.
- details of how sustainable development has been accounted for in the design, materials and building services, for example proposals to use low-energy products or services.

### 4. A cost estimate or tender evidence

Provide **either**:

- an elemental cost estimate (produced either by a registered professional quantity surveyor or building surveyor) using square metre rates and identifying allowances made for abnormal costs (for example poor ground conditions) and separately stating the cost of external works, preliminaries, contingencies and inflation.

or if tenders have already been obtained:

- evidence that at least three tenders were invited from independent builders and confirmation of which tender you will accept.

### 5. Details of the date you plan to start on site and the date you plan to complete the work.

### 6. If planning permission is required, a copy of the planning consent for the work.

## B

**Tick box to confirm:**

	Yes	N/A
You have contacted HM Revenue and Customs to see whether VAT is payable on the project.	<input type="checkbox"/>	<input type="checkbox"/>

Building regulation approval is not required.

or

Building regulation approval is required and has been obtained.

Competent professionals have made site investigations (including ground conditions, drainage and services) or surveyed existing buildings.

Yes

N/A

Where the land and buildings are held on lease, the landlord has given formal consent to any proposed works.

The site and equipment will comply with British and European safety standards and will be inspected by an independent safety specialist from a suitably qualified body before opening.

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

**Signature of chair, chief executive or person of similar responsibility within your organisation.**

<b>Name</b>	<b>Date</b>



**Projects awarded a capital grant of between £50,000 and £250,000 (for projects that involve building works including new building, refurbishment, alteration or external works, and buying land or buildings on which the building works will be carried out).**

If you have received a capital grant of between £50,000 and £250,000, you must complete this form and send it with the required supporting information detailed in the sections below.

**Unique reference number (for internal use)**

**Project name**

**Organisation name**

**Address of land or buildings**

<b>Postcode</b>

**A**

**Tick the boxes to confirm you are sending the information requested below:**

**1. A description of the proposed building works noting any change from the checklist submitted with your application.**

**2. Confirmation of ownership of the land and buildings:**

- for freehold ownership, either a copy of the land registry certificate or a solicitor's letter confirming ownership
- for land and buildings that you have not bought yet, details of the property you intend to buy including:
  - a description of the land or building you want to buy (if different from item 1 above)
  - details of the title (freehold or leasehold)
  - the timetable for purchase
  - a surveyor's report on the condition of the land and building, the current market valuation (with any

- restrictions on use noted) and the fitness for the intended grant purpose
- if leasehold, a copy of the lease or the draft lease.

### 3. Design information, including:

- a site plan showing the outline of the building and the site, surrounding properties and access routes at a minimum scale of 1:1250
- floor plans or general arrangement drawings showing your proposals, noting the gross floor area in square metres and a basic specification for the proposed works, at a suitable scale (A3 minimum size)
- external elevations of any new buildings proposed (or perspectives if only external works)
- details of how the building and the site will allow access to and use by those with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example; ramped access, induction loops, disabled toilets, clear signage, lifts, and details of other public access issues
- details of how sustainable development has been accounted for in the design, materials and building services, for example proposals to use low-energy products or services
- an outline specification for the building or works
- colour photographs (or colour copies) of the existing site or buildings.

### 4. The timetable for procurement, start on site and completion.

### 5. If planning permission is required, a copy of the planning consent for the work.

## B

**Tick the boxes to confirm that each of the following documents has been obtained and is available to be forwarded immediately to the Big Lottery Fund if we ask for them.**

#### a. a cost estimate

- an elemental cost estimate (produced either by a registered professional quantity surveyor or building surveyor) using square metre rates and identifying allowances made for abnormal costs (for example poor ground conditions) and separately stating the cost of external works, preliminaries, contingencies and inflation.

#### b. a cash flow forecast:

- for all expenditure and income for the works.

#### c. details of the site appraisal:

- relevant site investigations (including ground conditions, existing drainage and services) and surveys of existing buildings have been undertaken by competent professionals
- for applications that include buying land and buildings, a surveyor's report on the condition of the land and buildings, the current market valuation (with any restrictions upon use noted) and the fitness for the intended grant purpose.

#### d. Details of the professional team members, including:

- the names and organisation addresses of the building professionals employed with details of their relevant experience and a copy of their professional indemnity insurance certificates.

**C****Tick the box that best confirms that:****Yes****N/A**

You have contacted HM Revenue and Customs to see whether VAT is payable on the project.

Building regulations approval has been or will be obtained (delete as appropriate).

The CDM Regulations legislation has been complied with in so far as it is applicable to the development of the project to date.

Where the property is held on lease, the landlord has given formal consent to any proposed works.

The site and equipment will comply with British and European safety standards and will be inspected by an independent safety specialist from a suitably qualified body before opening.

**D****Summary of capital costs:**

Provide a summary of the capital costs. The costs for land and building purchase, construction, non-recoverable VAT, project contingency, inflation allowances, professional fees and administration should be provided where appropriate.

**Capital Cost Item****Amount £**

A. Land or building purchase

B. Construction costs

C. Furniture and equipment

D. Professional fees

E. Other costs (please specify what these are in a separate note if including an amount in this box)

F. Inflation

G. Contingency (minimum 10 per cent)

H. Non recoverable VAT

**I. Total Capital Cost**

**E****Details of professional fees:**

Professional fees total	% of construction costs	Fees (£)	VAT (£)

**F****Breakdown of construction costs**

Costs relating to fees and VAT should not be included in this section.

New build	
Total cost of new building(s)	£
Cost per square metre (expressed as £/m <sup>2</sup> GFA)	£ per m <sup>2</sup>

Alterations and refurbishment	
Total cost of alterations	£
Cost per square metre (expressed as £/m <sup>2</sup> GFA)	£ per m <sup>2</sup>

External works		£
Total cost of external works		£
Total cost of building works		£

I certify that the information on this form is correct and that the design, risk assessments, drawings and specifications comply with current construction and health and safety legislation.

**Signature of lead building professional**

**Name**

**Professional qualification**

**Name of practice**

**Address**

**Phone**

<b>Postcode</b>

<b>Fax</b>
<b>Date</b>

---

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

**Signature of chair, chief executive or person of similar responsibility within your organisation.**

<b>Name</b>	<b>Date</b>



**Applications requesting more than £250,000 of capital grant (for projects that involve building works including new building, refurbishment, alteration or external works, and buying land or buildings on which the building works will be carried out).**

If you have received a capital grant of more than £250,000, you must complete this form and send it with the required supporting information detailed in the sections below.

**Unique reference number (for internal use)**

**Project name**

**Organisation name**

**Address of land or buildings**

<b>Postcode</b>

**A**

**Tick the boxes to confirm you are sending the information requested below:**

**1. A description of the proposed building works noting any change from the checklist submitted with your application.**

**2. Confirmation of ownership of the land and buildings:**

- for freehold or leasehold ownership a copy of the completed certificate of title
- for land and buildings that you have not bought yet, details of the property you intend to buy including:
  - a description of the land or building you want to buy (if different from item 1 above)
  - details of the title (freehold or leasehold)
  - the timetable for purchase
  - a surveyor's report on the condition of the land and building, the current market valuation (with any restrictions on use noted) and the fitness for the intended grant purpose
  - if leasehold, a copy of the lease or the draft lease.

### 3. Design information including:

- a site plan showing the outline of the site, surrounding properties and access routes at a minimum scale of 1:1250
- floor plans showing your proposals at a minimum scale of 1:500
- external elevations of any new buildings proposed at the same scale as the floor plans (or perspectives if only external works)
- section through key parts of building to the same scale as the plans and elevations
- colour photographs (or colour copies) of the existing site or buildings.

### 4. Design team statement:

A written statement from the design team, which should include where appropriate, the following:

- a description of the proposed method of construction with an explanation of why the types of materials and services are appropriate and including an outline of the project specification
- an explanation of how the design meets the requirements of the design brief and the specific needs of the proposed users
- details of how sustainable development ility issues have been accounted for in the design, materials and building services, for example proposals to use low-energy products or services
- details of how the building and the site will allow access to and use by those with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example; ramped access, induction loops, disabled toilets, clear signage, lifts., and details of other public access issues
- details of any project constraints, including any design issues that have yet to be resolved
- an approximate schedule of areas; that is the number of rooms and their uses, external areas and their uses.

### 5. A cost estimate:

- an elemental cost estimate (produced either by a registered professional quantity surveyor, building surveyor or other suitably qualified professional) using square metre rates and identifying allowances made for abnormal costs (for example poor ground conditions) and separately stating the cost of external works, preliminaries, contingencies and inflation.

### 6. A cash flow forecast:

- a cash flow forecast for the capital project expenditure and income. The following expenditure items should be identified separately:
  - ▶ land, construction / refurbishment
  - ▶ non-recoverable VAT, project contingency
  - ▶ inflation allowances and professional fees
  - ▶ income from different sources.

### 7. Programme for the capital project

- a project timetable, in a Gantt chart, showing the principal feasibility, planning, design, construction and commissioning activities.

### 8. If planning permission is required, a copy of the planning consent for the work.

### 9. Details of the site appraisal:

- relevant site investigations (including ground conditions, drainage and services) and surveys of existing buildings undertaken by competent professionals
- for applications that include buying land and buildings, a surveyor's report on the condition of the land and buildings, the current market valuation (with any restrictions on the use noted) and the fitness for the intended grant purpose.

### 10. Details of the project team members, including:

- the names and organisation addresses of the building professionals employed with details of their relevant experience and a copy of their professional indemnity insurance certificates
- an explanation of the role and responsibility of the project team members from your organisation and from your professional advisers or consultants, including confirmation of who will have overall responsibility, both within your organisation and within the consultant team, for project managing the capital project.

### 11. Project management strategy and procedures:

A written statement explaining how the project will be managed, what controls there will be to make sure that the capital project meets the timetable and the budget. Include details of:

- the expected procurement strategy
- the proposed change control procedures
- how progress on the capital project will be reported and reviewed
- how risks will be assessed and what management procedures will be adopted, highlighting the current risks to the project in a risk log
- how the costs of the project will be managed and the income and expenditure budgets regularly monitored.

## C

### Tick the box that best confirms that:

Yes

N/A

You have contacted HM Revenue and Customs to see whether VAT is payable on the project.

Building regulations approval has been or will be obtained (delete as appropriate).

The CDM Regulations legislation has been complied with in so far as it is applicable to the development of the project to date.

The site and equipment will comply with British and European safety standards and will be inspected by an independent safety specialist from a suitably qualified body before opening.

**D****Summary of capital costs:**

Provide a summary of the capital costs. The costs for land and building purchase, construction, non-recoverable VAT, project contingency, inflation allowances, professional fees.

**Capital Cost Item****Amount £**

A. Land or building purchase

B. Construction costs

C. Furniture and equipment

D. Professional fees

E. Other costs

F. Inflation

G. Contingency (minimum 10 per cent)

H. Non recoverable VAT

**I. Total Capital Cost**


**E****Details of professional fees**

Professional fees total	% of construction costs	Fee (£)	VAT (£)

**F****Breakdown of construction costs**

Costs relating to fees and VAT should not be included in this section.

<b>New build</b>	
<b>Gross floor area (GFA)</b>	<b>m<sup>2</sup></b>
<b>Substructure</b>	<b>£</b>
<b>Superstructure</b>	<b>£</b>
<b>Fixtures and fittings</b>	<b>£</b>
<b>Services</b>	<b>£</b>
<b>Total cost of new building(s)</b>	<b>£</b>
<b>Cost per square metre (expressed as £/m<sup>2</sup> GFA)</b>	<b>£ per m<sup>2</sup></b>

<b>Alterations or refurbishment</b>	
<b>Gross floor area (GFA)</b>	<b>m<sup>2</sup></b>
<b>Structural alterations or demolition</b>	<b>£</b>
<b>General improvements or finishes</b>	<b>£</b>
<b>Major repairs</b>	<b>£</b>
<b>Mechanical and electrical services</b>	<b>£</b>
<b>Total cost of alterations (B)</b>	<b>£</b>
<b>Cost per square metre (expressed as £/m<sup>2</sup> GFA)</b>	<b>£ per m<sup>2</sup></b>

<b>External /environmental works and groundwork</b>	
<b>Demolition</b>	<b>£</b>
<b>Excavation</b>	<b>£</b>
<b>Ground clearance</b>	<b>£</b>
<b>Roads and car parking</b>	<b>£</b>
<b>Paths, paved areas and hard landscaping</b>	<b>£</b>
<b>Boundary walls and fencing</b>	<b>£</b>
<b>Site layout and planting</b>	<b>£</b>
<b>Mains services and drainage</b>	<b>£</b>
<b>Environmental improvement</b>	<b>£</b>
<b>Other</b>	<b>£</b>
<b>Total cost of external works (C)</b>	<b>£</b>
<b>Total cost of building works (A)+(B)+(C)</b>	<b>£</b>

The information on this form is correct and that the design, risk assessments, drawings and specifications comply with current construction and health and safety legislation.

**Signature of lead building professional**

**Name**

**Professional qualification**

**Name of practice**

**Address**

<b>Postcode</b>

**Phone**

**Fax**

**Date**

---

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

**Signature of chair, chief executive or person of similar responsibility within your organisation.**

<b>Name</b>	<b>Date</b>



**Projects awarded a capital grant for only buying land and buildings (where no building work is required).**

**Under the Young People's Fund 2 National Grants programme in England we will normally only fund up to £250,000 of the total capital required to deliver your project.**

If you have received a capital grant for only buying land and buildings, you must complete this form and send it and with the required supporting information we have asked for in the sections below with your application.

**Unique reference number (for internal use)**

**Project name**

**Organisation name**

**Address of land or buildings**

<b>Postcode</b>

**A**

**Tick the boxes to confirm you have provided the information requested below:**

1. A description of the proposed building works noting any change from the checklist submitted with your application.

2. Details of the land and buildings you are proposing to buy including:

- details of the title (freehold or leasehold)
- the timetable for purchase
- a surveyor's report on the condition of the land and building, the current market valuation (with any restrictions on use noted) and the fitness for the intended grant purpose

- details of how the building and the site will allow access to and use by those with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example; ramped access, induction loops, disabled toilets, clear signage, lifts, and details of other public access issues
- if leasehold, a copy of the lease or the draft lease.

## B

### Tick box to confirm that:

You have consulted with the local planning authority and planning permission for change of use is not required.

**or**

Planning permission for a change of use is required but has not been applied for yet.

**or**

Planning permission for a change of use is required and a copy of the planning consent is enclosed.

## C

### Summary of capital costs

Complete the box below to confirm the proposed cost of buying the land and building.

	Amount £
Land and buildings purchase	

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

**Signature of chair, chief executive or person of similar responsibility within your organisation.**

<b>Name</b>	<b>Date</b>





