



The Architectural  
Heritage Fund

Thank you in advance for completing this progress monitoring survey. This information is very important to us as it contributes to providing us with an overall picture of the positive impact our advice, grant and loan programmes provides to our beneficiaries and their wider communities. The results will form the basis of our annual report as well as being used for reporting to our funders and to the AHF Board of Trustees. We will not publish any specific detail regarding your project without seeking your prior permission.

If you would like to download a list of all the questions to look through before you start completing the form, please click [here](#).

If you wish to stop part way through then click the *Save and Resume Later* link at the bottom of any page, and you'll be emailed a link to use to get back to where you were later on.

We are very aware that given the large variety of different projects we support, not all questions will be applicable to all projects. Please do not be concerned if you are unable to complete all fields - if any questions are not relevant to you or your project or organisation, please just leave them blank. If you are a Building Preservation Trust or similar charity that has worked on a number of different projects we would be very grateful if you could please complete a survey form for each individual project we supported (but there is no need to duplicate the answers in the sections relating to your organisation).

If you have filled in this survey before then please only consider changes that have happened for your organisation in the time since you last filled the survey out. We will use your existing answers otherwise automatically.

The survey is in four parts:

- Part 1** - For all clients, with questions about your organisation and your project
- Part 2** - For clients with projects that have been completed
- Part 3** - For clients who have already done reports or surveys for other funders (e.g. HLF).
- Part 4** - For all clients, with feedback on the survey itself

Thank you for your time. In case of any problems completing the survey, please contact us on [ahf@ahfund.org.uk](mailto:ahf@ahfund.org.uk)

## Part 1a - About your Organisation

For all clients

**Organisation Name\***

**Name of person completing form\***

**Progress of your project\***

Please select...

- Project in progress
- Project completed
- Project stalled
- Project did not go ahead
- 1-year Post Completion
- 2-year Post Completion
- 3-year Post Completion
- 5-year Post Completion
- 10-year Post Completion

Please note that "completed" should refer to capital works completion

Name of Project you are reporting on\*

Location\*

Please select  
England  
Scotland  
Wales  
Northern Ireland

Please enter your name\*

Please enter your contact email address\*

This will enable us to send you a copy of your answers on completion for your records.

Which types of support has the AHF provided for you?\*

Advice  Grant  Loan  Other:

Tick all that apply

Q1. How often does your Board/Governing Body formally meet?

Please select...  
Annually  
Quarterly  
Monthly  
More Frequently

Q2: How many Trustees does your organisation have?

Q3: What is the average tenure of your trustees?

Please select...  
0-1 Years  
2-4 Years  
5-10 Years  
10+ Years

Q4: What proportion of your trustees have left the organisation in the last financial year?

Please select...  
0  
< 25 %  
25 - 50 %  
50 - 100 %

Q5: What proportion of your trustees are from BAME (Black, Asian, or Minority Ethnic) backgrounds?

Please select...  
0  
< 25 %  
25 - 50 %  
50 - 100 %

Q6. Has your organisation produced any of the following information (tick all that apply)?

- Strategy  
 Business Plan  
 Marketing Plan  
 Updated annual budget  
 Updated profit & loss account statement  
 Updated cash flow statement  
 Regular balance sheets

Q7. Approximately how many months of your organisation's operating expenses are covered by your unrestricted reserves at the end of your most recent financial year ?

(i.e. total unrestricted reserves / total expenditure \* 12)

Please give more details/breakdown as appropriate

0-1  
1-3  
3-6  
6-12  
12+

**Q8. Your organisation is more financially sustainable as a result of the AHF's support. Please select a response which best fits this with statement.**

Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree    Don't Know

Please Select

**Q9. You are confident about the future of your organisation as a result of the AHF's support. Please select a response which best fits with this statement.**

Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree    Don't Know

Please Select

**Q10. My organisation is more confident that we can meet or has met the challenges of delivering our project as a result of the AHF's support. Please select a response which best fits with this statement.**

Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree    Don't Know

Please Select

**Q11. The credibility of my organisation (e.g. to potential funders) has increased as a result of the AHF's support. Please indicate a response which best fits with this statement.**

Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree    Don't Know

Please Select

**Q12. Has the AHF support helped your organisation enter into formal partnerships ('formal' means it involves signed letters of understanding/agreement/contract/etc)?**

Yes  No

If Yes, how many?

**Q13. Have you developed any informal partnerships that have helped you with the project? If so, how many? please tell us about them below.**

Yes  No

If Yes, how many?

**Q14. As a result of the AHF support how many people in your organisation acquired the following skills? (enter number of people for each, or leave blank if not relevant):**

**14a Business Planning**

**14b Strategic Development**

**14c Finance/Accounting**

**14d Fundraising**

**14e Governance**

**14f Legal (other)**

**14g Community consultation/engagement**

**14h Project Management**

**14i Developing partnerships**

**14j Other**

**Q15. How many members of the local community were regularly involved with your organisation in the last financial year (e.g. they regularly come to meetings, volunteer their time, etc.)?**

**Q16. What are the total number of community events you have held in the last financial year?**

**Q17. Have any members of your organisation started any other similar projects to the one that AHF supported?**

Yes  No

If Yes, enter number of projects

**Q18. How much does your organisation know about your local heritage?**

Please select...

- A lot
- Some
- Not much
- Nothing

**Q19. Overall, how important is heritage for your organisation?**

Please select...

- Very
- Moderately
- A little
- Not at all

**Q20. How has being involved in this project increased your organisation's appreciation of heritage?**

Please select...

- Very much
- Moderately
- A little
- Not at all

## Part 1b - About your Project

For all clients. Please respond to all questions that are applicable to your project.

**Q21a. If your project has gone ahead, has it resulted in the re-use of a historic building?**

Yes  No  Not applicable

**Q21b. If you have decided not to proceed with your project, was this a direct result of the AHF involvement (e.g. if you discovered your project as not viable as a result of AHF advice or a grant-aided study)?**

Yes  No  Not applicable

£

Please give an estimate of the total amount delivery of the project would have cost

**21c. Reason(s) for project not going ahead**

Please select

- Lack of funding
- Lack of skills
- Lack of support
- Unable to purchase property
- Local opposition
- Other

**Q22. How many different sources did you receive project income from in the past year, excluding individual people giving < £100 each?**

**Q23. As a result of AHF support was your organisation able to secure grant or non-grant funding from other organisations?**

Yes  No  Not applicable

£

Please enter total amount raised from all sources

**Q24. Does your organisation hold the freehold or have a lease of longer than 10 years for your project building/structure?**

Yes  No

## Part 1c - Outcomes of your project

For all clients. Please respond to all questions that are applicable to your project.

**Q25. As a result of this project, how confident would you feel in undertaking similar projects in the future?**

Not at all confident    Neutral    A little confident    Very confident    Don't Know    Not relevant

Please Select

**Q26. How confident are you that your organisation could secure financial resources for a similar project in future?**

Not at all confident    Neutral    A little confident    Very confident    Don't Know    Not Relevant

Please Select

**Q27. How many new volunteer positions have been created as a result of your project in the last financial year?**

Number of positions (in the last financial year)    Total number of hours (in the last financial year)

**Q28. How many training opportunities have been created by your project?**

Number of Opportunities (since the beginning of your project)    Total number of hours (since the beginning of your project)

How many of these opportunities are for young people aged 16-18?

**Q29. How many employment opportunities (full time equivalents) have been created as a result of your project?**

Number of FTEs (total during project)    Number of FTEs (ongoing, post capital works, if applicable)

**Q30. As a result of your project, has your organisation engaged with a wider audience (i.e. people of different ages, backgrounds and cultures) than before?**

Yes     No

**Q31. Approximately how many people have attended events run by your organisation in the past financial year (or, if not applicable, an annual average)?**

Annual total

**Q32. How many of those attending events have been children and young people?**

Total (all time)

**Q33. How many of those attending events have been from low income backgrounds?**

Total (all time)

**Q34. How many of those people are adults from disadvantaged groups?**

(Definition of disadvantaged groups: long-term unemployed, mental health needs, victims of crime, disabled, homeless, etc)

Total (all time)

**Q35. How many people attending events are of BAME ethnicity?**

Total (all time)

**Q36. Are the capital works of your project completed? If not, please enter the expected completion date and proceed to Part 3.**

Yes     No

Date Completed / Expected Completion Date

## Part 2 - Completed Projects

For clients with projects that have been completed

**37. What is the status of the building post-capital works completion?**

- The building is managed by our organisation
- The building is being run by a third party
- The building has been / is being sold
- Other:

**Q38. In each of the following categories, how many people have used or visited your building over the last 12 months (please provide estimates based on nature of use/visit)?**

Please tick if this question is not relevant to your project

- Not applicable

**38a Employment**

**38b Training & Education**

**38c Housing**

**38d Community Events**

**38e Mental Health & Wellbeing**

**38f Community Support Services - Other**

**38g Leisure and recreation - Other**

**38h Sport**

**38i Retail**

**Q39a. How many (not for profit) community services, (e.g. advisory services, training, healthcare etc.) are provided from your building?**

**Q39b. Of these, how many have "competitors" in the local area?**

**Q40. How many of these "competitors" are run by (a) for-profit companies, (b) non-profit/parish/church or community groups?**

**Q40a. Type A (for-profit):**

**Q40b. Type B (non-profit etc):**

**Q41a. How many businesses are run from your building?**

**Q41b. Of these, how many have "competitors" in the local area?**

**How many of these "competitors" are run by (a) for-profit companies, (b) non-profit/parish/church or community groups?**

**Q42a Type A (for-profit)**

**Q42b Type B (non-profit etc)**

## Part 3a - Reports produced for other funders

For clients who might have produced a survey / report for other funders (e.g. HLF); if you have these please select Yes and upload a copy of them as requested and answer the supplementary questions as far as you can.

Otherwise please select No and move on to Part 4.

**Q43. Have you undertaken any reports which evaluate your project or**

- Yes
- No

measure the impacts you have achieved in the last financial year? Please upload below any reports / surveys undertaken.

**Q44. Have you undertaken any reports which address visitor / user issues in the last financial year? Please upload below any reports / surveys undertaken.**

Yes  No

**Upload Report File 1**

no file selected  
.doc or PDF preferred

**Upload Report File 2**

no file selected  
.doc or PDF preferred

**Upload Report File 3**

no file selected  
.doc or PDF preferred

**Upload Report File 4**

no file selected  
.doc or PDF preferred

Please answer the following questions as far as you can:

**Q45. Has your project increased the energy efficiency of the building(s) involved (for example, an improvement to your energy display certificate)?**

Yes  No  Not applicable

**Q46. How many buildings are more energy efficient as a result of your project?**

**Q47. What was the estimated value of your project (GVA - Gross Value Added) to local businesses during the building phase?**

£

**Q48. What is the value of your project (GVA) to local businesses by organisations using your building?**

£

## Part 3b - Resident surveys

If you have undertaken resident surveys, please provide the average responses to the following questions as far as you can:

**Q49. Have you undertaken any resident surveys?**

**Resident Surveys**

Yes  No

**Q39. Do you (residents) feel that your community is a better place to live/work in as a result of the project?**

Please select  
Definitely  
Moderately  
A little  
Not at all

**Q51. Do you (residents) feel that your community is a better place to visit as a result of the project?**

Please select  
Definitely  
Moderately  
A little  
Not at all

**Q52. Has involvement in the project changed the trust you (residents) feel for neighbours?**

Please select  
Definitely  
Moderately  
A little  
Not at all

**Q53. Has involvement increased number of friends / people you (residents) can turn to in the area?**

Please select  
Definitely  
Moderately  
A little  
Not at all

**Q54. To what extent do you (residents) feel you belong to something you'd call a 'community' as a result of the project?**

Please select  
Strongly  
Moderately  
A little  
Not at all

**Q55. Has the project improved your (residents/end-users) sense of the following:**

	Yes	No	Don't know
Happiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to concentrate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capability to make decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social engagement and self worth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to enjoy normal day-to-day activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q56. How satisfied are you (residents/end-users) with your life nowadays?**

Please select  
Very  
Moderately  
A little  
Not at all

**Q57. To what extent do you (residents/end-users) feel the things you do in your life are worthwhile?**

Please select  
Very  
Moderately  
A little  
Not at all

**Q58. How happy did you (residents/end-users) feel yesterday?**

Please select  
Very  
Moderately  
A little  
Not at all

**Q59. How anxious did you (residents/end-users) feel yesterday?**

Please select  
Very  
Moderately  
A little  
Not at all

## Part 4 - About the Survey

For all clients with feedback on the survey

We've been trying to understand what has changed for your organisation throughout your journey. If you have any other comments about the changes for your organisation as a result of engaging with AHF, please tell us below

Rate this Form

How long did it take to complete this form?



Please select...

- Very easy to complete
- Mostly easy to complete
- Some parts were straightforward but I struggled in some areas
- Difficult to complete
- Very difficult to complete

Please select...

- Less than 30 mins
- 30 mins to 1 hour
- Over 1 hour

If you have anything else you'd like to highlight about your project, feedback about working with AHF, or indeed this form or the monitoring process in general, please let us know here.

That's everything we need - please click the **Submit Form** button below.  
Thank you!

Submit Form