



CHANCE
HERITAGE
TRUST

COMMUNITY SHARE OFFER DOCUMENT

Launch date: 29th February 2020

Closing date: 16th April 2020

Target Amount sought

£110,000

Maximum target amount: £250,000



Chance Heritage Trust, Registered Office: E R Grove & Co Limited, Grove House,
Coombs Wood Court, Steel Park Road, Halesowen, West Midlands, B62 8BF

www.chanceht.org



SUMMARY

The Chance Heritage Trust intend to regenerate the Chance Glassworks site, an industrial heritage asset of national and international importance. The Chance Brothers Glassworks was one of the most important industrial employers in the Midlands for more than 150 years, playing a significant role in shaping Smethwick and the wider area. While the firm supplied glass for the construction of the Crystal Palace, its work in the design, production and installation of some 2,300 lighthouse lanterns around the world was arguably the company's most significant contribution.

The Trust want to create a vibrant urban community generating employment, housing, learning, training and leisure for the benefit of the community through the creation of hundreds of jobs bringing new businesses, new homes and new visitors to the site. This will be one of the most iconic sites in the Midlands and will once again take its place in history as the home of innovation, enterprise and community.

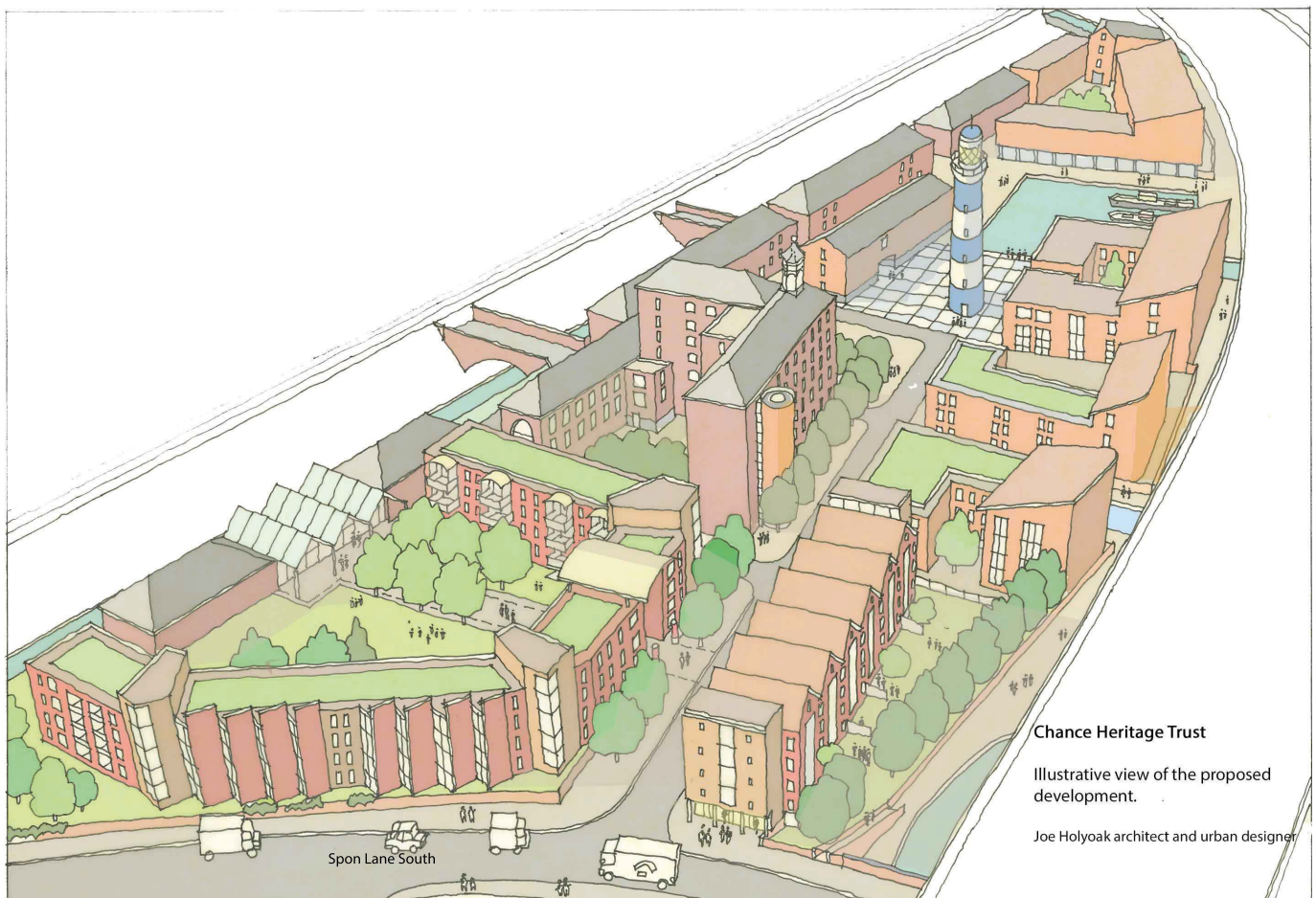
The purpose of this Pioneer Share Issue is to raise at least £110,000 in community shares which will pay for the early development costs associated with our aim of regenerating the site in Smethwick.

Chance Heritage Trust is a charitable community benefit society. A charitable community benefit society is owned and run by its members on a basis of one member one vote. All profits must be put back into the business or invested to further its objectives. We are not a government or council initiative.

OUR VISION FOR CHANCE GLASSWORKS

Regenerate Chance Glass Works to protect and celebrate its highly significant industrial heritage to act as a beacon of hope and create a new vibrant, urban community generating employment, training, learning and leisure opportunities for all.

The 2.2 ha former glassworks site has been underutilised since the closure of the works 37 years ago, with prolonged neglect resulting in elements of dereliction. The regeneration of the site has been hampered historically by a range of factors including fragmented land ownership, heritage issues, site condition and prevailing market conditions within the local area. However, Chance Heritage Trust are gradually overcoming the barriers and will continue to do so with your help.



Chance Heritage Trust

Illustrative view of the proposed development.

Joe Holyoak architect and urban designer

We have prepared an initial masterplan which aims to guide the long-term development of the site on a phased basis, forming the basis of a strategy for discussions with potential funding partners, including Black Country Local Enterprise Partnership (BCLEP) and the National Lottery Heritage Fund, the West Midlands combined Authority, investors and other stakeholders.

Our plans are to:

- Restore the existing 8 heritage buildings for a mix of residential, leisure, cultural, education and employment use;
- Creating an 'urban village' of new homes, leisure, cultural, education and enterprise facilities;
- Construct a 30m high lighthouse commemorating the site's heritage and acting as the physical manifestation of the vision for the site – a beacon of hope; and
- Reinstall the former canal arms reconnecting the Glassworks with the canals bringing animation to the site through water and boats.

ABOUT CHANCE HERITAGE TRUST

Chance Glass Works Heritage Trust was incorporated as company limited by guarantee in March 2015 and registered as a charity in February 2016 with the express object of rescuing and regenerating the Chance Glassworks site in Smethwick for the benefit of the community. In February 2019 we made the decision to convert to a charitable community benefit society and expand our purpose to include other historical and heritage buildings in Sandwell and change our name to Chance Heritage Trust. The conversion to a charitable community benefit society was completed in August 2019.

A charitable community benefit society is a democratic social enterprise with a large membership base. This structure creates a community led organisation to manage the Chance Glassworks site. It will be registered with the Financial Conduct Authority and will have exempt charitable status from HMRC. As a charitable community benefit society, we will have a statutory asset lock; this means that should the society be closed for any reason any assets left cannot be shared amongst the members, rather they must go to another charity with similar objects.

The membership base puts the future of Chance Glassworks in the hands of the local community and other supporters – the people who can be trusted to care about it the way it needs to be cared for. By supporting the Trust, you will be ensuring the Chance Glassworks is rescued for the nation and the benefit of future generations.

We have been successful in raising over £150,000 in grants towards the very early stage development costs of the project. A summary of our income and expenditure for the last 3 years is in the table below. Copies of our full audited accounts are available on our website at www.chanceht.org.

	2015/16	2016/17	2017/18	2018/19*
Income				
Unrestricted Income	£13,000	£23,281	£10,001	£2,590
Restricted Income	£0	£34,999	£29,958	£45,186
Total income	£13,000	£58,280	£39,959	£47,776
Expenditure				
Administration Expenses	£18,688	£43,373	£51,466	£35,338
Other Expenses	£1,659	£11,353	£3,260	
Total Expenditure	£20,347	£54,726	£60,545	£35,338
Profit/Loss	(£7,347)	£3,554	(£20,586)	£21,438
Net Assets/(Liabilities)	(£7,347)	(£3,793)	(£24,379)	(£2,941)

* From management accounts (unaudited)

The financial year 2017/18 shows a loss of £24,370, this is due to the second payment of a National Lottery Heritage grant being received in the following financial year (2018/19).

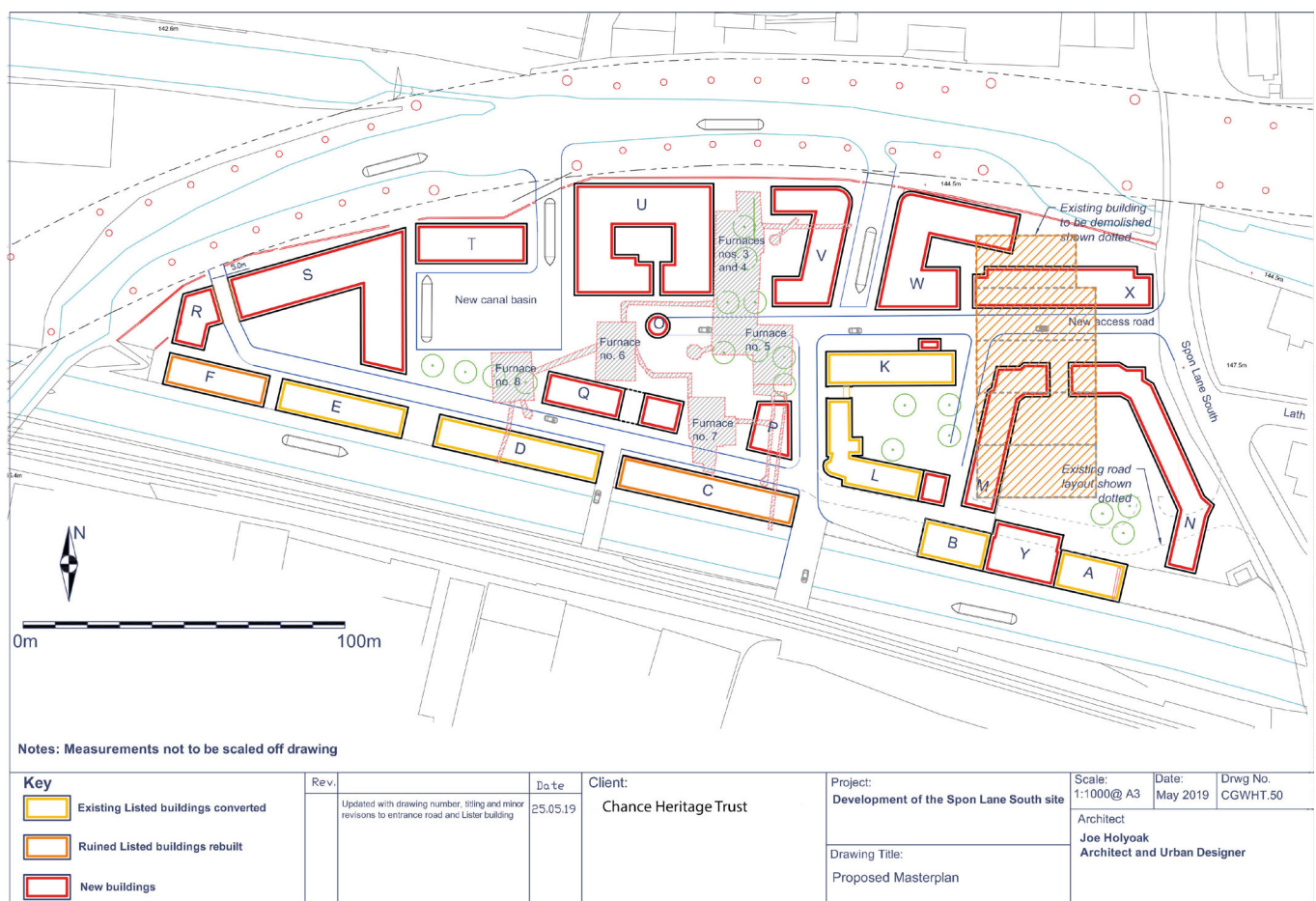
THE PROPOSED DEVELOPMENT OF CHANCE GLASSWORKS

The intended development will be a mixed-use urban village and will support a community living and working there, it create a significant destination gateway for Sandwell, attracting visitors to experience the distinctive character of its environment, and in particular to learn the remarkable history of the Chance Brothers business. It will consist of a combination of the historic fabric surviving on the site, and new buildings.

The proposal is for a long-term development which will need to be built in two phases, each of which will have early development costs associated. The 1st build phase will create a mix of regeneration and new build including the most iconic buildings; the 7 Storey Building and the Administration Offices. We expect this phase to be completed by 2024. 2nd build phase will be on a similar scale and will bring back into use the rest of the site including the canal side buildings.

New buildings will be added in ways that complement the existing listed buildings. New construction will be located and shaped so that they enclose a variety of attractive external spaces blending with the existing buildings.

As yet we do not have a timescale for the 2nd build phase as this will be dependent on the progress of phase 1 and our ability to bring in the necessary finance.



The development will comprise a number of different land uses. Their disposition across the site and in different buildings is yet to be determined, as it will be dependent upon protecting important heritage assets below ground and being responsive to changing market conditions. Proposed uses will include the following;

- Residential space
- Workspace and offices/studios
- Educational facilities
- Meeting venue and small conference facility
- Café
- Heritage centre/archive facility

The whole scheme will create hundreds of upskilling and sustainable job opportunities. The Chance Heritage Trust will retain the freehold of the entire site and will be involved in the running of the heritage assets. In order to finance the work, the Trust will enter into commercial partnerships with developers who will receive a return on income that is proportionate to their investment in the project.

WHERE HAVE WE GOT TO

We have made significant progress in simplifying the ownership issues in the Chance Glassworks. Before the Trust was formed in 2015 there were no less than 6 parties involved in ownership, or who had a lease interest on the site. We have managed to reduce that to 3. The Trust has obtained the freehold interest on part of the site and 2 parties now have an interest in the Scheduled Monument and Listed Buildings. We are in the process of getting an option agreement in place to secure the land and buildings needed for the 1st build phase of the development and so can begin work as soon as we have secured the finance.

We are seeking agreement on another key part of the site to progress towards reassembling the site and bringing the full site back in to use for the benefit of the local community in the 2nd build phase.

A great deal of work has already been done on the project. The Esmee Fairbairn Trust funded us to commission some feasibility work from Amion Consulting and work with a local architect, Joe Holyoak Urban Designer, to develop a masterplan for the site. We have also received support from The Big Lottery, Black Country Local Enterprise Partnership, National Heritage and the George Cadbury Trust.

WHAT NEEDS TO HAPPEN NEXT

Our next step is to employ a project manager. To date the work has been carried out by the Trustees, but we realise that we need a dedicated person with experience in this area of work to bring it to fruition. Following that, we need to commission series of reports on the state of the site, including dilapidations, structural and ground condition. These reports will enable us to produce a fully costed business plan which is critical to moving the project forward.

We estimate that the early development costs for the first build phase are a minimum of £414,000 and the first build phase capital costs will be £18m. We are in the process of making an application to the National Lottery Heritage Fund for the restoration costs needed for the early development costs for first build phase. This application will be submitted by mid-November with a decision expected in June.

If the bid to the National Lottery Heritage Fund is unsuccessful the project will still go ahead but it will take longer as we will need to continue to fundraise.

Looking forward we recognise that with such a large regeneration scheme we need assistance from strategic stakeholders in the area. We are already in discussions with the Black Country Local Enterprise Partnership, the WM Combined Authority and with the National Lottery Heritage fund amongst others. It is broadly acknowledged by all interested parties the only way this scheme will move forward is through any commercial development partnership working alongside the Trust. As a charitable organisation, we can access funding streams commercial developers cannot.

SO WHY ARE WE DOING A SHARE OFFER?

We are doing a share offer for two reasons:

Community ownership; we want to practice what we preach. We want to put in place the community ownership of Chance Heritage Trust at as early a stage as possible. Through this share offer, local people, people who have an interest in the site such as former employees and those who want to support the preservation of historical sites will be able to become custodians of the Trust.

Raising capital; we need to raise working capital to take us to the point of being able to start the work of building the first phase of the site. The money raised through a share issue will be used to match any grant awarded by the National Lottery Heritage Fund. The costs of the project manager will be jointly funded by the share issue and grants.

If our application to the National Lottery Heritage Fund is unsuccessful we will use more of the money raised towards the necessary investigations and surveys and we will only be able to employ the Project Manager on a part time basis, consequently the project will take longer to deliver.

As this share offer will close before the result of our application for funding is known we will have discussions with the National Lottery Heritage Fund about how and when we can use the money raised so it still qualifies as match towards their grant. For us the main priority is to employ a project manager and it is our intention to do this as quickly as possible. Any money raised through the share offer will be kept in a separate bank account until such time as we have confirmation from the National Lottery Heritage Fund that spending it will not jeopardise using it as match funding for our grant application.

We are also in discussions with the Black Country Local Enterprise Partnership and Homes England for capital grants for the first build phase. We believe that the remaining capital requirements can be delivered through a blend of private investment partnerships with developers and through loan finance. We are also in discussions with other funding bodies about the project.

FUNDRAISING TARGETS

Our fundraising target for this Pioneer share issue is £110,000. This money will provide working capital for the early development costs for 1st build phase.

The table below shows the costs that share issue will meet if the bid to National Lottery Heritage Fund is successful and we raise our target of £110,000:

Staff costs	15,000
Operating costs (rent, telephone, etc)	2,000
Legal fees	2,000
Community Engagement	17,000
Site reports	16,500
Business planning	7,000
Site costs	44,000
Inflation	1,000
Crowdfunder fees	5,500
Total	£110,000

If we can raise the maximum amount of £250,000, we will be able to carry out additional community engagement work and have a contingency fund. We will also be able to put money towards the early development costs for 2nd build phase.

Staff costs	15,000
Operating costs (rent, telephone, etc)	2,000
Legal fees	2,000
Community Engagement	21,000
Site reports	16,500
Business planning	7,000
Site costs	44,000
Contribution to phase 2 early development costs	109,000
Contingency	15,000
Inflation	6,500
Crowdfunder fees	12,000
Total	£250,000

All work over £10,000 will be tendered.

Appendix 1 shows a detailed breakdown of the how the money raised through the share issue will be used if the Lottery bid is successful and Appendix 2 if the Lottery bid is unsuccessful.

OFFER PERIOD

The share offer will be open from 29th February 2020 to 16th April, 2020. If we reach the target of £250,000 before the 16th April 2020 the offer will be closed early.

WHAT HAPPENS IF WE DON'T MAKE OUR TARGET BY THE DEADLINE?

If we do not manage to hit our minimum target of £110,000, we will continue to try and fund the development process from other sources. If we do not meet this minimum target, we will not accept any applications for community shares and all of the money will be returned to applicants.

If we haven't reached the target amount of £110,000 by 16th April 2020, the Board reserve the right to extend the deadline for a further two months.

Money pledged via the Crowdfunder platform will not be paid to Chance Heritage Trust or if you have a paper application your cheque will not be cashed until we know we have achieved the minimum target and/or the share offer has closed. If the minimum is not reached your money will be returned to you.

MINIMUM AND MAXIMUM INVESTMENT

The minimum amount that can be invested by an individual or organisation in this share offer is £20.

The maximum amount that can be invested by an individual is £25,000, this is 10% of the capital we are seeking to raise. Shares are £1 each, the minimum number of shares you can invest in is 20. You can invest any amount between £20 and £25,000.

If you are an individual or organisation seeking to invest larger amounts you should contact Chance Heritage Trust directly to discuss in further detail the options of alternatives such as donations, loans or bonds.

The exception to a maximum shareholding of 10% is those shares held by Co-operatives UK on behalf of the Booster Programme (see below).

FINANCIAL RETURNS

These shares are known as community shares because your primary return for holding shares is a social one and NOT driven by an overarching desire for a financial return. The real motivation to becoming a Member is to ensure these valuable heritage assets are rescued and returned to social and economic use to benefit the local community and to improve people's lives and wellbeing and provide employment and upskilling opportunities to local people.

Your right to withdraw your share capital is suspended for the foreseeable future, and there is currently no prospect of you receiving any interest on your share capital. We intend to hold another share offer in 2021 at which point your right to withdraw your shares and receive interest will be restored in line with the terms set out in that share offer.

We anticipate that the Chance Glassworks will open in 2024 and it is likely that we will suspend interest payments and the option to withdraw shares until the organisation is financially stable and trading conditions allow. **This means that you are unlikely to receive any return on your shares or be able to redeem them until 2027.**

FINANCIAL RISK

Pioneer investors are essential to the Trust's success, but you are taking the most risk. If the project does not proceed, you will lose some and potentially all of your capital. You may wish to seek independent financial advice.

This is a pioneer offer, is supported by a Preliminary Development and Business Plan which can be found [here](#). However, your share capital is fully at risk, and you could lose some, or all, of the money you invest. You have no right to compensation from the Financial Services Compensation Scheme, nor any right of complaint to the Financial Ombudsman Service.

The key risk factors are:

Risk – early stage development	Mitigation
The project doesn't proceed	A robust Board of Directors are in place dedicated to driving the project forward 5 Years have been spent in building strong relationships with strategic stakeholders, particularly with the local authority Site negotiations are well advanced
Failure to articulate vision and objectives for site regeneration	Development of a robust business case to enable us to develop a fundraising strategy to attract grant, loan and private investment. First stage Master Plan has been produced
Loss of Key Personnel	Project Manager will be in place to manage project on a paid basis. Directors will take appropriate action to ensure continued momentum of the project
Development deemed ineligible by funders. E.g. National Lottery Heritage Fund	Funding will be through a mix of grant, loan and private investment. Discussions with investors, funders and other stakeholders are advancing Project will still proceed but at slower pace Scenario planning underway to explore lower cost options on construction
Feasibility reports reveal increased costs	High level cost planning so far has been based on worst case scenarios to provide for contingencies
Direction and values of project changes	Directors are accountable to shareholders Annual General meetings Voting rights of shareholders to protect their interests

TYPE OF SHARE CAPITAL

Community shares are withdrawable shares in our society. i.e. you can withdraw your initial investment and any interest that might have accrued but only if the organisation is in a financial position to do so. As the Chance Glassworks are unlikely to open before 2024 so it is unlikely that you will be able to withdraw shares or accrue interest until at least 2027. Consequently, this investment should be considered as medium to long term and if your circumstances change, withdrawal of your community shares is at the discretion of the Board. The value of your community shares will never go up, but the value may go down and there is a risk that you may lose all the money you have paid for your community shares.

CAN I SELL MY SHARES?

No. This investment is in withdrawable share capital which cannot be transferred, sold or given to anyone else, except on your death to someone you have nominated and told us about up to the level of **£5000** of investment (any investment above **£5000** requires your beneficiary to be explicitly named in your will). A copy of the nomination form is available [here](#) on our website.

WHAT IS THE COMMUNITY SHARES STANDARDS MARK?

We have been supported in the development of this share offer through The Booster Programme which is funded by Power to Change and run by the Community Shares Unit. We are delighted to have been awarded the Community Shares Standard Mark for this share issue.

The Community Shares Standard Mark is awarded by the Community Shares Unit to offers that meet national standards of good practice. These standards ensure that:

- The offer document and application form are easy to understand
- You are provided with all the facts you need to make an informed decision
- The facts are supported by the annual accounts and/or business plan for the society
- Nothing in the documents is purposely incorrect, confusing or misleading. Societies are asked to sign a Code of Practice requiring them, among other things, to give the public a right of complaint to the Community Shares Unit.

For more information about community shares, the Community Shares Standard Mark and the Community Shares Unit go to www.communityshares.org.uk.

DEMOCRATIC RIGHTS OF MEMBERS AND ELIGIBILITY

All shareholders are members and all members are shareholders. The Society is run on the basis of one member, one vote (irrespective of how many shares you hold). Any UK based individual over 16 years of age or organisation can apply to join the Society, subject to the approval of the Board.

Members own and control the organisation; at the Annual General Meeting they elect the Directors to the Board; can stand for election to the Board and can hold the Board to account. The Board is responsible for the management of Chance Heritage Trust for community benefit. They must at all times act in the best interest of the organisation and are required to declare any external interest that may be in conflict with their role on the Board.

As a Charitable Community Benefit Society, we must use the assets for community benefit. If, for any reason, the society is dissolved, any cash or other assets remaining after creditors have been paid may not be transferred to the members but must be transferred to another charity that has a similar restriction.

The governing document (our rules) of the Society is available [here](#) on our website www.chanceht.org.

We aim to provide all communications with members by electronic means. Please give your agreement on the share application form to use your email address as the primary means of communication for official documents from Chance Heritage Trust Limited. The society will not share, sell or provide your details to any other individual or organisation and will ensure compliance with the GDPR regulations in accordance with its responsibility as a data controller.

MEET THE BOARD

Board members have a mix of relevant interest and skills and they will be supported by a team of business planning and construction professionals.

Mark Davies

Chair of the Trust Director of MCD Project Management, advising the commercial, public and third sector, focusing on business development, change management, funding and continuity planning. Chair, Wildgoose Rural Training, a Worcestershire based charity providing learning support to people with learning disabilities, autism and mental health issues.

Henry Chance

Henry is descended from both of the Chance brothers who founded the firm, and his grandfather Sir Hugh Chance was the last chairman of an independent Chance Brothers. Henry is Patron of the Smethwick Heritage Centre, trustee of a number of charities, mainly in the education and social housing sectors, and serves on the committees of numerous local and national bodies. He has experience of regeneration projects of heritage industrial sites, founded a charity which campaigns for the teaching of life skills in schools and is a director of financial services company Arkney Ltd.

Madelene Schofield-Whittingham

A Commercial Property Lawyer with Excello Law. Madelene qualified in 1995 and as a commercial property lawyer has acted for large and small businesses in connection with their own business premises, for developers assessing and purchasing sites and developing them out, and for pension investment funds. Madelene has acted for a number of developers bringing once

respected but redundant commercial sites back into use and brings this experience to the Trust. She has also worked with young people setting out into the world of work and recognises the importance of building self-worth and believes strongly in nurturing entrepreneurialism as a route to their personal confidence and success.

Marianne Monro

Has over 20 years' experience of working in Sandwell developing communities and resident groups to improve their quality of life in areas of housing and community regeneration. Previously Chair of a local Smethwick secondary school and on the board of a Women's Refuge and Citizens Advice Bureau. Working for a community led Community organisation supporting residents and communities to harness their skills to share with communities they live within.

Tonia Flanagan

Tonia has lived in Smethwick for most of her life. She has worked in her local community for 15 years and is CEO of a very busy medium sized charity. Previous to that she worked at Big Lottery Funds Awards for All programme. She is well connected in the local area and is passionate about local people and places.

Kieran Dyde Kieran

Has just graduated after spending the last 4 years studying a Bsc in Politics with International Relations at Aston University. As a local resident and following spending a year on a voluntary placement with CHT Kieran has become very passionate about being part of what could be the most significant regeneration project in Sandwell. As a member of the Board, he believes he will be a voice in representing the young people who eventually take up the mantle of protecting heritage such as Chance Glassworks.

John Pye

Having recently disposed of his accountancy practice John is delighted to be involved with the Trust. He spent the first part of his working life as a Chartered Certified Accountant in industry and commerce focusing later on the professional services environment. He has wide experience advising small to medium sized enterprises in accountancy, taxation and general business matters, and continues to advise charitable enterprises. Born in West Bromwich, he is especially pleased to be able to contribute to the aims and objectives of Chances.

Joshua Lowe

Joshua has grown-up in Smethwick and has a keen interest in social history, particularly the lives of the working people of Sandwell. He currently works for the National Trust, looking after conservation and volunteering and hopes that he can bring some of his expertise to the Chance Heritage Trust. Josh is passionate about the regeneration of Sandwell and raising awareness for the CHT and wants to help bring the local communities together to understand the public benefits of the scheme and ensure the survival of the Chance site.

Ambassador Toby Chance

Is a great great great nephew of the founder of Chance Bros, Robert Lucas Chance, and a great great grandson of Sir James Chance who more than anyone was responsible for Chance Brothers' pre-eminence in lighthouse lens and equipment manufacture for over 100 years. Toby is the author of "Lighthouses: The Race to Illuminate the World" (New Holland Publishers, 2008), a history of Chance Brothers' endeavours to standardise and modernise lighthouse lenses and the part the company played in the development of modern global maritime safety.

CONFLICTS OF INTEREST

We have a Register of Interests and all Board members have declared their current interests. Board members are asked to inform their fellow directors of any new potential conflicts of interest and it is a standing agenda item at all Board meetings.

HOW TO APPLY TO BECOME A SHAREHOLDER AND MEMBER

You can apply through our website www.cchanceht.org or [Crowdfunder page](#) alternatively if you prefer to make a paper application please complete the application form on page 11 and send to **Chance Heritage Trust, Pioneer Share Offer, E R Grove & Co Limited, Grove House, Coombs Wood Court, Steel Park Road, Halesowen, West Midlands, B62 8BF**. Cheques should be made payable to 'Chance Heritage Trust'.

For all online applications the money will be taken in through Crowdfunder. We have chosen to use Crowdfunder to administer our share issue as they are specialists in this type of investment, and they have processes and systems in place that are compliant with the necessary obligations. They have raised over £60m for start-ups, business ideas, charities, community groups, sports clubs, political movements. Using Crowdfunder has enabled us to reduce the administrative requirements on the Trust thereby saving us time and money.

Money is taken from your account when you invest and is held in escrow by Stripe (the payment provider for Crowdfunder). If the share offer reaches the minimum target of £110,000, the money gets paid to the society. If it doesn't reach this amount the money will be returned to you.

Crowdfunder's charges are 3% + VAT of money transacted over the platform. Stripe (the payment provider) take 1.6% + 20p per transaction + VAT. Investors will make this payment, and the society will receive the funds less these charges. The investor's capital account with the society will reflect the sums they have paid before charges, so the society can account for the charges as expenditure for the year in which the investment is made.

You will be informed by Crowdfunder when the share offer closes, and you will subsequently be sent a share certificate by Chance Heritage Trust.

If you make a paper application the accompanying cheque will be held by Chance Heritage Trust until the share offer reaches the minimum amount of £110,000 and has closed. If the offer does not raise £110,000 your cheque will be returned to you, if the minimum amount is raised your cheque will be cashed when the share offer closes.

WHAT WILL YOU DO WITH MY PERSONAL DETAILS AND DATA?

Your personal details as submitted on the application form will be held by the society and by Crowdfunder and used in accordance with the provisions of the rules and of the 2014 Co-operative and Community Benefit Societies Act.

Only members can inspect the members' register and view members' names and addresses

(but not how much they have invested) The society will not share, sell or provide your details to any other individual or organisation and will ensure compliance with the GDPR regulations in accordance with its responsibility as a data controller.

ANTI-MONEY LAUNDERING

It is a term of the offer that to ensure compliance with the Money Laundering Regulations we may at our absolute discretion require verification of identity from any person seeking to invest.



CHANCE
HERITAGE
TRUST

CHANCE HERITAGE TRUST MEMBERSHIP & SHARES APPLICATION FORM

Please Note: Only Complete this form if you are not applying for shares on line via Crowdfunder

The vision of the Chance Heritage Trust is to conserve, protect and enhance buildings and assets of cultural and heritage value within the Borough of Sandwell and City of Birmingham for community benefit.

To become a Member you must be aged 16 or over and subscribe for a minimum of 20 community shares. Each community share costs £1. Each shareholding Member has one vote, regardless of the size of their shareholding.

Amount to invest

You may invest no less than £20 and no more than £25,000

I wish to invest a total of £ in Chance Heritage Trust Limited

Applicant details

Title:
(Mr/Mrs/Ms/other)

Company name & number:
(if corporate application)

Forenames:

Surname:

D.O.B:

Address:
(including postcode)

Daytime telephone number:
(in case of queries relating to this application)

Email address:

To keep costs to a minimum and save resources we will communicate with you mainly by email.

Please tick this box if you are happy for us to do so:

☐

Declaration

This application, if and when, accepted by Chance Heritage Trust, forms a contract on the Terms and Conditions of the Community Share Offer Document and subject to the law of England and Wales. I confirm that (please tick):

I have read the Community Share Offer Documents including the risk factors: ☐

I am over 16 years old: ☐

I understand that the cheque payment supporting this Application will be held by Chance Heritage Trust until the share offer reaches the minimum amount of £110,000 and has closed. If the offer does not raise £110,000 my cheque will be returned to me, if the minimum amount is raised my cheque will be cashed when the share offer closes.

Signature:

Date:

Data protection and money laundering

The data provided by you on this form will be stored within a computerised database. This data will only be used solely for our purposes and will not be disclosed to a third party. It is a term of the offer that to ensure compliance with the Money Laundering Regulations we may at our absolute discretion require verification of identity from any person seeking to invest.

Please complete and post the form to: Chance Heritage Trust, Pioneer Share Offer, E R Grove & Co Limited, Grove House, Coombs Wood Court, Steel Park Road, Halesowen, West Midlands, B62 8BF

ONCE COMPLETED PLEASE SEND YOUR APPLICATION TO:

Chance Heritage Trust, Pioneer Share Offer, E R Grove & Co Limited, Grove House, Coombs Wood Court, Steel Park Road, Halesowen, West Midlands, B62 8BF.

Cheques should be made payable to 'Chance Heritage Trust'.

APPENDIX 1

Detailed breakdown of the how the money raised through the share issue will be used if the Lottery bid is successful (spreadsheet)

Early Development Costs		Total early development costs	Use of income from shares with Lottery Funding					
1st Build Phase			£110,000			£250,000		
Ref	Description		2020/21	2021/22	Total	2020/21	2021/22	Total
1	Project Manager	38,000	4,000	4,000	8,000	4,000	4,000	8,000
2	Project Coordinator/Community Officer	22,000	2,200	2,300	4,500	2,200	2,300	4,500
3	Bid writer*		-	-	-	-	-	-
3	On-costs	12,000	1,200	1,300	2,500	1,200	1,300	2,500
4	Administration costs	10,500	1,000	1,000	2,000	1,000	1,000	2,000
5	Professional Fees	10,000	1,000	1,000	2,000	1,000	1,000	2,000
6	Other cost (activity costs)	33,000	3,000	7,000	10,000	3,300	8,000	11,300
7	Asbestos Report	3,850	400	-	400	400	-	400
8	Detailed Master Plan	40,000	4,000	-	4,000	4,000	-	4,000
9	Ground Investigation Report	43,905	4,000	-	4,000	4,500	-	4,500
10	Detailed Condition Survey	33,925	4,000	-	4,000	4,000	-	4,000
11	Dilapidation Plan	2,950	300	-	300	300	-	300
12	Detailed Cost Plan	20,000	2,000	-	2,000	2,000	-	2,000
13	Town Planning Application Fees	72,438	7,500	-	7,500	7,000	-	7,000
14	Activity Plan	10,000	1,000	-	1,000	1,000	-	1,000
15	Site Facilities	20,000	2,000	10,000	12,000	2,000	40,000	42,000
16	Generator	2,000	200	-	200	200	-	200
17	Welfare facilities	5,000	500	-	500	500	-	500
18	Security Container	2,000	200	-	200	200	-	200
19	Installation costs	5,000	500	-	500	500	-	500
			-	-	-	-	-	-
	Emergency building repairs		-	30,000	30,000	-	-	-
	Additional Community Activities			7,000	7,000	-	10,000	10,000
	Phase 2 Development						109,700	109,700
20	Inflation @ 3%	11,597	1,170	1,908	3,078	1,179.00	5,319.00	6,498
			-	-	-	-	-	-
21	Contingency	15,803				1,500	13,500	15,000
22	Crowdfunder fees		5,500		5,500	12,000	-	12,000
A	Total Development Phase	413,968	45,670	65,508	111,178	53,979	196,119	250,098

* If the NLHF bid is successful we will not need a bid writer for this phase

Breakdown of Activity Costs

volunteer recruitment	2000
stakeholder engagement and consultation	6000
vol travel & expenses	4000
evaluation	1000
Interpretation costs	20000
	33000

APPENDIX 2

Detailed breakdown of the how the money raised through the share issue will be used if the Lottery bid is unsuccessful (spreadsheet)

Early Development Costs 1st Build Phase

Ref	Description	Total early development costs
1	Project Manager	38,000
2	Project Coordinator/Community Officer	22,000
3	Bid writer*	
3	On-costs	12,000
4	Administration costs	10,500
5	Professional Fees	10,000
6	Other cost (activity costs)	33,000
7	Asbestos Report	3,850
8	Detailed Master Plan	40,000
9	Ground Investigation Report	43,905
10	Detailed Condition Survey	33,925
11	Dilapidation Plan	2,950
12	Detailed Cost Plan	20,000
13	Town Planning Application Fees	72,438
14	Activity Plan	10,000
15	Site Facilities	20,000
16	Generator	2,000
17	Welfare facilities	5,000
18	Security Container	2,000
19	Installation costs	5,000
	Emergency building repairs	
	Additional Community Activities	
	Phase 2 Development	
20	Inflation @ 3%	11,597
21	Contingency	15,803
22	Crowdfunder fees	
A	Total Development Phase	413,968

* The cost of a bid writer will vary depending upon how much needs to be raised

Use of income from shares without Lottery Funding

£110,000 shares			£250,000 shares		
2020/21	2021/22	Total	2020/21	2021/22	Total
15,000	15,000	30,000	19,000	19,000	38,000
		-	-	-	-
5,000	4,000	9,000	2,500	2,500	5,000
3,000	3,000	6,000	6,000	6,000	12,000
6,225	6,225	12,450	5,250	5,250	10,500
7,500	1,550	9,050	7,000	7,000	14,000
		-	5,000	5,000	10,000
4,000		4,000	1,925	1,925	3,850
5,000	4,000	9,000	15,000	15,000	30,000
		-	17,000	20,000	37,000
10,000		10,000	16,950	16,950	33,900
		-	1,475	1,475	2,950
15,000		15,000	10,000	10,000	20,000
		-	-	-	-
		-	-	-	-
		-	7,000	7,000	14,000
		-	-	-	-
		-	2,500	2,500	5,000
		-	1,000	1,000	2,000
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
5,500		5,500	12,000	-	12,000
76,225	33,775	110,000	129,600	120,600	250,200

Breakdown of Activity Costs

volunteer recruitment	2000	
stakeholder engagement and consultation	6000	
vol travel & expenses	4000	archaeology participation
evaluation	1000	doing it in house
Interpretation costs	20000	scoping
	33000	

APPENDIX 3

Job Title:	Project Manager
Reporting to:	Chance Heritage Trust Board
Location:	Home Based and Chance Glassworks
Contract:	Part/Full time – [] days per week Fixed term position – 12 months commencing 1st November 2019
Job purpose:	Obtaining funding, developing activities, stakeholder & community engagement, partnership development, during the development phase of the Chance Glassworks Regeneration Project

About The Chance Heritage Trust (CHT)

The CHT was formed with the intention of regenerating the Chance Glassworks. It intends to save a nationally important Scheduled Monument 'At Risk' and a series of Grade II listed Buildings located in the heart of the Galton Valley Conservation Area. The buildings have deep rooted community significance and this project will return the building to beneficial public use by creating local jobs, supporting small businesses and providing training for people in Smethwick and the surrounding area. The site will be developed in a series of phases, determined by logistical issues of site access and available funding. The Project Officer will support the development of the project working with all relevant stakeholders agencies and funders, undertake community and stakeholder engagement and help test the business plan assumptions and support the continued evolution of the Master Plan.

Specific responsibilities

Reporting to the Chair of CHT and working closely with Sandwell Council, Historic England, the Canal and River trust and other strategic agencies.

The post holder will:

- Lead in the development of funding applications for appropriate funding
- Organise and facilitate local consultation activities
- Lead on the delivery of education programmes and wider activities at the glassworks during the development phase.
- Assist in managing day to day arrangements for volunteers and oversee interim uses and undertake on site project co-ordination of "meanwhile uses" and other events.
- Undertake business development to identify potential "meanwhile use" occupiers for the Chance Glassworks.
- Liaise with local establishments for the delivery of skills training opportunities.
- Undertake community and stakeholder engagement in relation to the regeneration of the Chance Glassworks.

General responsibilities

- Represent the public face of CHT at the Chance Glassworks.
- Promote understanding of the value of the regeneration potential (economic and social) of historic buildings, in particular the Chance Glassworks.
- Support on-going marketing activity and social media presence
- Any other duties appropriate to the role

Person specification, knowledge and experience

Essential

- Educated to degree level (or equivalent) or demonstrate substantial relevant experience
- Previous experience of working with community involvement/in a public facing role
- Bid writing skills
- Experience of working in customer facing roles, particularly those involving managing visitors, education work and/or

volunteers.

- Previous experience of developing and managing an extensive network of stakeholders
- IT skills to include word processing, databases and email
- Good oral and written communication skills
- The ability to work independently, with good time management and organisational relationship building skills

Desirable

- Knowledge of the local area and community groups
- An understanding of the requirements of working in a heritage building
- Knowledge of health and safety and emergency procedures

Due to the nature of this post the applicant may be required to have an enhanced DBS disclosure.

Additional Information

Salary:	£38,000 per annum (Full Time Equivalent), depending on experience.
Location:	Home based or at the Chance Glassworks (Smethwick) when appropriate, and with some travel required.
Hours:	30 hours per week. Flexible working arrangements may change to accommodate fluctuation work demands.
Paid Leave:	28 Days per annum pro rata (3 of which may have to be taken over the Christmas and New Year holiday period)
Pension:	Group stakeholder pension scheme

The closing date for applications is [].

Candidates who are being invited for interview will be notified by [].

Interviews for the position will take place in at [], on [].

For further information: Contact Mark Davies email: mark.davies@chanceht.org.

Website www.chanceht.org