



THE PATRON'S AWARD GUIDANCE AND SUBMISSION FORMAT

Charity
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Awarded for outstanding refurbishments or new build projects that have achieved architectural merit in a traditional almshouse format.

Introduction

In 2000, our Royal Patron, HRH The Prince of Wales, introduced an awards scheme to encourage the highest standards in almshouse developments. The Almshouse Association sends a shortlist of recommendations for the Award from the Awards Committee, but the overall final for a Patron's Award is made solely by His Royal Highness. **The Patron's Award** is made to the trustees of an almshouse charity considered to have completed an outstanding project **in the previous calendar year**. For the purposes of this award, completion is when almshouses are occupied or other facilities brought into use. An extension of one year will be considered for projects completed towards the end of a calendar year.

Projects eligible for a Patron's Award

The following projects are eligible for consideration:

- Restoration, improvement or modernisation of existing almshouses.
- Acquisition and conversion of buildings to Almshouses.
- New Almshouse development.
- Development of communal facilities.

Examples:

- The character of the build should sit harmoniously within its surroundings
- Composition – a three sides courtyard that epitomises the almshouse architectural and historic success, creating community and security
- Layout – the layout should be well defined with public, semi-public and private areas
- Accessibility – vital in all areas for residents
- Proportionate – Well-proportioned facades and windows, prominent rooftops and chimneys
- With listed buildings – the new development needs to blend naturally with the listed building
- Materials – quality, natural or vernacular materials to be used where possible

Please refer to the '[Patron's Award Design Brief](#)' booklet for elements that the Committee will take into account. The installation or refurbishment of kitchens and bathrooms would be unlikely to qualify for a Patron's Award.

Please note, the Patron's Award Design Brief and related material will be updated to reflect the changes within the Monarchy in due course.

The Standard

When visiting a site, the Committee will be looking for excellence in every aspect of a project – design and conservation (including craftsmanship and respect for authentic materials). The use of local craftsmen and materials will normally be an important factor.

- In the case of **new developments**, the Committee will be looking for attractive almshouses that sit well in their environment. They should be designed for the resident's needs.
- For **listed almshouses**, the Committee will be looking for very high standards of restoration and conservation balanced with the need for functional and affordable homes.
- In the case of **improvement and refurbishment of existing almshouses**, the Committee will also focus on excellence. They will take into account the options available and any constraints that may be imposed by funding issues and the environment, design and, layout within which the architect and trustees may have to work.

The Committee will consider the appropriateness of the project for its intended purpose and the context in which the project sits, where this is relevant.

After final consideration, a selection of projects will be put forward to His Royal Highness who will make the final decision.

Announcement of any Patron's Awards will be made at The Almshouse Association's Members Day, annually in June.

Submission Format

The submission format is intended to illustrate the project with the minimum inconvenience to our members. A clear and concise submission will enable the Committee to apply objective judgment. **Please prepare your submission in the following format:**

Cover sheet

- Name and membership number of your charity
- Name and address of correspondent with an email address, if possible, and a preferred contact telephone number
- Where relevant, please include the architect's details (and whether they are on the Association's Panel of Consultants)
- An outline of the project – e.g., 12 new flats/6 bedsits upgraded to one bedroom flats etc., and the reason for the project

Documents

Project submission/statement of trustees: this needs to be a stand-alone document covering the following aspects and should not be more than 3 pages long:

- History of the charity (about 2 paragraphs would be ideal)
- Project description (including planting, parking and access)
- Cost of project and how funding was achieved

Photographs

Interior and exterior photographs illustrating the project. If possible, some 'before' and 'after' photographs should be included. A maximum of 12 please and can you please submit them in a **JPEG or PNG format** and as an attachment in your email, not in the main body of an email. Thank you.

NB: Photographs will be retained by the Association and may be used in publicity and promotion of almshouses.

A Design and Access Statement:

Including planning and/or Listed Building drawings and any other relevant material such as a feasibility study (if one exists). There should be:

- Site Plan 1:500
- A Location Plan 1:1250 or 1:250
- Floor plan, section and elevation at 1:100

Applications, together with supporting documentation and photographs, should be submitted in electronic format by email or on a memory stick in **PDF or Word format**.

Submissions are to be sent to gerryharmon@almshouses.org or posted to:

Gerry Harmon, The Almshouse Association, Billingbear Lodge, Maidenhead Rd, Wokingham, Berkshire, RG40 5RU.

Submissions are to be received by 31st January 2023.