

Scotland
38 Thistle Street
Edinburgh EH2 1EN

Telephone
0131 225 9450
Facsimile
0131 225 9454

Textphone
020 7591 6255
Website
www.hlf.org.uk



04 January 2016

Our Ref: PP-13-06844

Arlene Cullum
Snr Development Officer
Argyll and Bute Council - Social Enterprise Team
25 West King Street
Helensburgh
Argyll and Bute
G84 8UW

Dear Ms Cullum,

Hermitage Park - "Growing Our Park Together"

Congratulations, your application has now been assessed, and I am delighted to inform you that we have decided to award you a grant of up to £2,333,300.00 (two million, three hundred and thirty three thousand, three hundred pounds, 75% of the total eligible project cost of £3,111,000.00) towards your project. More specifically, we will monitor your progress against the following:

Approved Purposes

- To carry out physical repair works to the built heritage features in Hermitage Park, as outlined in the second round application. These include the War Memorial, Japanese Garden, 18th century mill remains and Victorian wishing well.
- Reintroduction of Victorian walkways and footbridges along the burn, with repairs to drystone banking and bank stabilisation work.
- To deliver the new Pavilion building which will act as a hub for the park incorporating a cafe, toilets, recreational space and activities space.
- To redesign recreational areas, creating a multi-use space for formal and informal sports. The children's play area will be moved close to the new pavilion.
- To install signage, interpretation panels, benches and lighting.
- To deliver a wide range of activities as per the Activity Plan submitted with the second round application.
- To provide training opportunities (both accredited and non-accredited) for Argyll and Bute Council staff, the Friends group and other volunteers.
- To deliver natural heritage improvements and provide learning opportunities related to natural heritage.
- To recruit a FT Park Manager.
- To implement a new management and maintenance regime to meet Green Flag standards.

The percentage above is known as your 'grant percentage.' As your approved project costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the project. We describe this as the 'payment percentage' and for your project this will be 75%. More information on this can be found within the 'Receiving a grant' guidance.

Part 1 of this letter sets out how we will work with you during the delivery phase of your project.

Part 2 deals with the legal aspects of the grant that we are offering. It refers to the standard terms of grant that you accepted when you completed the Declaration section of your online application.

Part 3 advises you on the next steps.

Part 1 – How we will work with you

Delivering your project

You will need to deliver your project in line with the proposals set out in your application. We will contact you shortly to arrange a start-up discussion, when we will agree a timetable for progress reporting and grant payment requests. More information on this can be found within the 'Receiving a grant' guidance.

Keeping in touch

We will be monitoring your progress against the approved purposes of our grant and any areas of risk we have identified. This will help us to understand how well the delivery is advancing and alert us to any issues.

We have appointed an external monitor to carry out project management monitoring of your delivery phase on our behalf. They are:

Peter Neal – monitoring approved purposes, financial reporting and design proposals.

Please read the 'Receiving a grant' guidance. This requires you to:

- obtain our permission to start the delivery phase;
- submit progress reports at a frequency agreed between us when we have our start up discussion;
- request your grant payments;
- provide a completion and evaluation report when you have finished the delivery phase;
- procure goods, works and services in accordance with EU procurement regulations and the 'Receiving a grant' guidance.

The forms that you will need for requesting permission to start, requesting your grant and reporting your progress and completion should be **accessed and submitted via your online account (https://forms.hlf.org.uk/officeforms/HLF_Projects.ofml)**, in the same way that you supplied your application form. If you do not have an online account, send hard copies of your forms to your Grants Officer.

Part 2 – The legal section

Grantee name and address: District Council Headquarters
Kilmory
Lochgilphead
Argyll
PA31 8RT

Project Reference Number: PP-13-06844

Grant

The attached appendix 1 sets out the principal elements of the approved purposes to which the Heritage Lottery Fund (HLF) has agreed to contribute along with anticipated partnership funding.

Please be aware that if you spend less on your delivery project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to HLF's grant contribution.

Standard terms of grant

We will pay you the grant subject to you complying with our standard terms of grant which formed part of your application; the additional grant conditions (if any) set out below; and with the conditions and requirements set out in 'Receiving a grant'.

Additional grant conditions

In addition to our standard terms of grant, you must observe the following additional conditions in respect of the Project: None.

Grant expiry date

You must complete the approved purposes by 30 Apr 2021.

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last for 20 years from the Project Completion Date.

The following documents define the project for which the grant is offered:

1. This letter
2. Your application dated 1st September 2015
3. Documents submitted by you in support of your application

Withdrawal of the grant

We may withdraw the grant if:

- You have already started work on the delivery phase before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on the delivery phase within 6 months of the date of this letter.

Part 3 – Next steps

The following documents will be emailed to you:

- Standard Terms of a Grant
- 'Receiving a grant' setting out our monitoring requirements
- 'How to acknowledge your grant' guidance
- Photography of HLF-funded projects: A guide for grantees – accessible via www.hlf.org.uk/photography
- How to announce your grant to the media
- Template photo call notice
- Template press release – second round pass

Permission to start

We will only give you our permission to start when certain pre-conditions, defined in the 'Receiving a grant' guidance, have been satisfied. For us to pay your grant requests by bank transfer (BACS), we need to see a copy of a recent bank statement (within the last three

months), or a cheque or a paying-in slip for the relevant account, showing the bank's name and address. You will need to submit this with your 'Permission to start' form.

Please note that your 'Permission to start' form will be released to your online account within 15 working days of this letter. Please contact your Grants Officer using the contact details below if you need to access the form any earlier than this.

Catriona Macpherson
Grants Officer
Direct Line: 0131 240 1575
Email: CatrionaM@hlf.org.uk

Publicity

It is important to publicise your award to local media so that lottery players know where their money has gone. However, you must keep your award confidential until we have discussed and agreed your publicity plans. We will publish the fact that you have been awarded a grant on our website within 10 days of the grant being awarded. Your Grants Officer can assist you with queries about publicity and the media and I have enclosed a template press release which you may find helpful to issue to media once your publicity plans have been agreed.

Please also contact your Grants Officer as soon as possible to agree the most appropriate location and nature of HLF acknowledgement for your grant both during your project and after its completion. You must make sure you include our logos on any information you produce about your delivery, for example, on public consultation or fundraising information or materials. You must also include HLF logos on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant.

Please refer to the enclosed 'How to acknowledge your grant' guidance which explains how to do this. You can also access this document online via [http://www.hlf.org.uk/GRANTHOLDERS/ACKNOWLEDGEMENT/Pages/Acknowledgement and ending.aspx](http://www.hlf.org.uk/GRANTHOLDERS/ACKNOWLEDGEMENT/Pages/Acknowledgement%20and%20ending.aspx)

Join our Parks online community

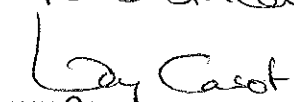
Did you know that we have an Online Community to connect people working on Parks for People projects? It's a friendly and informal forum to ask and answer questions, share learning and network with other grantees and heritage professionals. You can find it on our website at <https://www.hlf.org.uk/community>. If you'd like to join in the discussions, simply log in with your existing HLF account username and password, or you can register a new account at www.hlf.org.uk/user/register. If you have any questions about the Online Community, please contact onlinecommunity@hlf.org.uk.

Project evaluation

We expect Parks for People grantees to evaluate their projects and submit evaluation feedback in two parts – a reporting spreadsheet that will be sent to you each year, and a final evaluation report that must be sent to HLF before we pay your last 10% of grant.

We wish you every success with your project, and look forward to receiving regular updates.

Please contact your Grant Officer Catriona Macpherson if you have any queries arising from this letter.

Yours sincerely

Lucy Casot

Head of the Heritage Lottery Fund in Scotland

Appendix 1 – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
Repair and conservation work	Restoration, repair and interpretation of historic structures and accessibility	600,600	0	0	0	600,600
New building work	Pavilion and setting and recreation elements	1,135,500	0	0	0	1,135,500
Other capital work	Ground preparation, toilet block demolition, interpretation features, resoling beds and storage unit for materials	109,500	0	0	0	109,500
Equipment and materials	Goals and hoops in multi-use area	1,500	0	0	0	1,500
Professional fees relating to any of the above	Lead architect and associated costs	235,400	0	0	0	235,400
Other costs (capital)	Preliminaries	184,700	0	0	0	184,700
Total Costs		2,267,200	0	0	0	2,267,200

Activity costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
New staff costs	Hermitage Park Manager	226,900	0	0	0	226,900
Training for staff	Examiner training, horticultural training, heritage training and other park related	8,000	0	0	0	8,000
Training for volunteers	Drystane Dyking, Lime Mortaring, Horticultural, Safety and other park related	4,500	0	0	0	4,500
Travel for staff	Staff outreach	800	0	0	0	800
Travel and expenses for volunteers	Volunteer placements, volunteering projects such as drystane dyke repair of Millig Burn Wall etc	9,000	0	0	0	9,000
Equipment and materials	As per Activity Plan	54,600	0	0	0	54,600
Professional fees relating to any of the above	Storyteller and animation of park	18,000	0	0	0	18,000
Other costs (activity)	Events as per Activity Plan and including launch	33,000	0	0	0	33,000
Total Costs		354,800	0	0	0	354,800

Other costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
Recruitment	Advertising	600	0	0	0	600
Publicity and promotion	As per Marketing Plan	7,000	0	0	0	7,000
Evaluation	As per evaluation in Activity Plan	10,000	0	0	0	10,000
Contingency	At 10% of capital costs	184,700	0	0	0	184,700
Inflation	At 6.2% of capital costs	137,400	0	0	0	137,400
Increased management and maintenance costs (maximum five years)	Increase in costs are managed through new regime and partnership working.	47,200	0	0	0	47,200
Volunteer time	As per Activity Plan	102,100	0	0	0	102,100
Total Costs		489,000	0	0	0	489,000

b) Delivery Phase income

Delivery income

Income Heading	Description	Secured	Total (£)
Local authority	Capital Reserves	Yes	280,000
European Union	LEADER	No	93,400
Private donation - Individual	Donations Campaign	No	175,000
Private donation - Trusts/Charities/Foundations	War Memorial Trust	Yes	60,000
Other fundraising	Friends of Hermitage Park Association	Yes	20,000
Increased management and maintenance Costs (maximum five years)	Increase in costs are managed through new regime and partnership working.	Yes	47,200
Volunteer time	Milligs Burn drystane dyking, planting etc	Yes	102,100
HLF Grant			2,333,300
Total Income			3,111,000

