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04 July 2016

Our Ref: PP-15-05083

Graeme Tuff
Swale Borough Council
Swale House
East Street
Sittingbourne
Kent ME10 3HT

Dear Graeme,

Faversham Recreation Ground

Congratulations, your application has now been assessed, and I am delighted to inform you that we have decided to award a first-round pass. I am also pleased to confirm that we will offer you a development grant of up to £117,800.00, one hundred and seventeen thousand and eight hundred pounds (81%) of the total eligible development work cost of £145,440.00) towards the development of capital and activity plans, and all other documents required for a Round 2 submission.

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 78%. More information on this can be found within the enclosed *Receiving a grant* guidance.

Part 1 of this letter sets out how we will work with you during the development phase of your project and what you need to do to develop your second-round application.

Part 2 deals with the legal aspects of the development 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 sets out the next steps, including permission to start and publicity.

Part 1 – How we will work with you

What does a first-round pass mean?

A first-round pass means that we believe that your project has potential to deliver high-quality outcomes and value for Lottery money. Your application will have been in competition with other supportable projects, so a first-round pass is recognition that we value your proposals and want to have the opportunity to assess them in detail at the second round.

A first-round pass does not guarantee that you will receive a grant. We receive more requests for grants than we can support, and your second-round application will still be in

competition for funding. The total costs of your project may change during your development period, but if there is any significant increase in your grant request at the second round this will have an impact on our judgement of the value for money your project offers.

Your project's development phase

You will need to develop your project in line with the proposals set out in your application and the key points to be addressed during the development phase set out below. We will contact you shortly to arrange a start-up discussion for your development phase, when we will agree a timetable for progress reporting, grant payment requests and for your second-round submission. More information on this can be found within the enclosed *Receiving a grant* guidance.

Your second-round application can be sent in as soon as you have completed your development work and we have signed off your completion report on the development grant, and arrive either at the end of August or at the end of February. **The deadline for us receiving your second-round application is 8th July 2018.** If we have not received your full second-round application by then, your first-round pass will have lapsed and you will need to start a new first-round application if you wish us to consider your project again.

Keeping in touch

The key points that need to be addressed in the working up of a second-round bid are: Capital proposals; activity plan; management and maintenance plan, conservation plan and business plan, and such other requirements as may be notified to you during the development phase.

During the development phase we will ask you to report on progress against these and on how you are doing in preparing the documents that you need for your second-round bid. This will help us to understand how well your plans are advancing and alert us to any issues affecting the timing of your second-round submission.

We will undertake a formal review of your progress when you have developed outline costs and got quotes or tenders. This will usually be when your outline proposals are ready (RIBA/LI stage C). Following this review, we will normally ask you to continue developing your project to the second round. Exceptionally, if your proposals have changed a lot, or your costs and grant request have increased significantly, and we consider they no longer represent value for money, we will ask our Joint Board to consider your project again. If this is the case, we may reject your application at this point.

We will appoint a mentor to support you during your development phase in the following areas:

- The development of your Activity Plan, particularly in respect of community engagement capacity and audience development.

They will be available to help you for up to 3 days. We will let you know their name and responsibilities when they are appointed.

Please read the enclosed *Receiving a grant* guidance. This forms part of the standard terms of grant for our development grant and requires you to:

- obtain our permission to start your development phase;
- submit progress reports at a frequency agreed between us. As a minimum, you will normally submit a report with your *Advance payment request form*, if applicable;
- request your grant payments;
- provide a completion and evaluation report when you have finished the development work;
- 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.

Part 2 – The legal section

Grantee name and address:

Swale Borough Council
Swale House
East Street
Sittingbourne
Kent ME10 3HT

Project Reference Number: PP-15-05083

Development Grant

The attached appendix sets out the approved costs to which the Heritage Lottery Fund (HLF) [*if applicable in England* and Big Lottery Fund (BIG)] has agreed to contribute, along with the anticipated partnership funding. It also sets out any further development requirements.

Please be aware that if you spend less on your development work than the approved development 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 development work: None.

Grant expiry date

You must complete the development activities and documents by 8th July 2018.

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last for two years from the date of this letter.

The following documents define the development work for which the grant is offered:

1. This letter
2. Your application dated 29th February 2016
3. Documents submitted by you in support of your application including:
 - Images, masterplan and supporting drawings, Allen Scott, January 2016.
 - Evaluation of public consultation and exhibition.
 - Lease.

Withdrawal of the grant

We may withdraw the grant if:

- You have already started your development work before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start the development work within 6 months of the date of this letter.
- For capital projects only, your project does not pass the review at RIBA/LI stage C. If your project is rejected at this point, we will withdraw the remainder of the development grant.

Part 3 – Next steps

The following documents accompany this letter:

- 'Receiving a grant' setting out our monitoring requirements
- 'How to acknowledge your grant' guidance
- Photography of HLF-funded projects: A guide for grantees – available online at: www.hlf.org.uk/photography
- How to announce your grant to the media
- Template photo call notice
- Template press release – first round pass with development funding

Permission to start

We will only give you our permission to start the development phase 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.

Anya Whitehead
Senior Grants Officer
Direct Line: 020 7591 6112

Email: Anya.Whitehead@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 development 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 and BIG acknowledgment for your development phase grant. You must make sure you include our logo on any information you produce about your development work, for example, on public consultation or fundraising information or materials. You must also include our logo 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.

Join our Online Community

Did you know that we have an Online Community to connect people working on HLF-supported 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.

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

Please contact your grant officer if you have any queries arising from this letter.

Yours sincerely,



Stuart McLeod
Head of Heritage Lottery Fund South East

Appendix 1 – Approved project costs

a) Development Phase costs

Development costs

Cost Heading	Description	Cost £	Vat £	Contingency		Total £
				£	%	
Professional Fees	Project Manager, Landscape Architect, Engineer(s), Quantity Surveyor, Architect and Specialist Surveys	88,500	0	0	0	88,500
New staff costs	No new staff costs	0	0	0		0
Recruitment	No recruitment costs	0	0	0		0
Contingency	5% on fees and 10% on specialist reports and surveys	8,790	0	0	0	8,790
Volunteer time	Visitor research, coordinating conservation records, drop-in days, coordinating heritage info, assisting with MMP and Ecological Survey	4,500	0	0	0	4,500
Other costs (development-phase)	Activity Plan, MMP, Tree Survey, Topo survey, Ecological, Services and other specialists	43,650	0	0	0	43,650
Total Costs		145,440	0	0	0	145,440

b) Development Phase income

Development income

Income Heading	Description	Secured	Total (£)
Local authority	Proportion of Swale BC S106 funds	Yes	23,140
Volunteer time	As breakdown above and in attached spreadsheet	No	4,500
HLF Grant			117,800
Total Income			145,440

c) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost £	Vat £	Contingency		Total £
				£	%	

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
Repair and conservation work	Toilets (£66,720), Lodge (£207,000); Paths & Surfacing (£249,455); Trees and planting (£16,625); Entrances and frontages (£138,095); Restoration of features (£63,200); Replacement features (£64,200); Playground & Skate Park (£132,300); woodland mngmnt & drainage (£34,000)	971,595	0	0	0	971,595
New building work	Pavilion works incl. cafe extension	100,235	0	0	0	100,235
Other costs (capital)	Prelims (11%) on capital works as above (139,714) and further surveys, planning and building control fees (8,925) all as breakdown attached	148,639	0	0	0	148,639
Equipment and materials (capital)	For Activity Plan events during delivery phase	5,000	0	0	0	5,000
Professional fees relating to any of the above (capital)	Project Manager and Consultant team as breakdown	106,575	0	0	0	106,575
Total Costs		1,332,044	0	0	0	1,332,044

Activity costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
New staff costs	For 5 Years; Part time Ranger service (£16k p.a.), Part time Apprentice (£6k p.a.), Part time Community Engagement Officer (£15k p.a)	185,000	0	0	0	185,000
Training for staff	Appropriate training courses	4,500	0	0	0	4,500
Training for volunteers	Allowance for training	25,000	0	0	0	25,000
Travel for staff	Allowance for travel	1,000	0	0	0	1,000
Travel and expenses for volunteers	Allowance	6,500	0	0	0	6,500

Cost Heading	Description	Cost £	Vat £	Contingenc y		Total £
				£	%	
Other costs (activity)	Printed material and activity costs	90,500	0	0	0	90,500
Equipment and materials (activity)	Allowance for equipment and materials	15,000	0	0	0	15,000
Professional fees relating to any of the above (activity)	Specialist supervision for Conservation work	18,225	0	0	0	18,225
Total Costs		345,725	0	0	0	345,725

Other costs

Cost Heading	Description	Cost £	Vat £	Contingenc y		Total £
				£	%	
Recruitment	Adverts etc	1,000	0	0	0	1,000
Publicity and promotion	Website, leaflets, comms etc	15,000	0	0	0	15,000
Evaluation	Surveys and reports	3,000	0	0	0	3,000
Contingency	Contingency on capital works	97,159	0	0	0	97,159
Inflation	2% 2017 3% 2018	59,481	0	0	0	59,481
Increased management and maintenance costs (maximum five years)	Approx £15k p.a. uplift	76,000	0	0	0	76,000
Volunteer time	Friends, maintenance, surveys and counts, guided walks, conservation and gardening volunteering	38,500	0	0	0	38,500
Total Costs		290,140	0	0	0	290,140

d) Delivery Phase income

Delivery income

Income Heading	Description	Secured	Total (£)
Local authority	Remaining S106 funds	Yes	251,359
Increased management and maintenance Costs (maximum five years)	Uplift of approx £15k p.a.	No	76,000
Volunteer time	Allowance	No	38,550
HLF Grant			1,602,000
Total Income			1,967,909