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14 March 2017

Our Ref: OH-15-04617

Alan Williams  
Chair  
Lymm Information & Heritage Centre Association  
11a Whitbarrow Road  
LYMM  
Cheshire  
WA13 9AG

Dear Alan

### **Unlocking Lymm's history for all to share and understand**

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 £88,200.00 {Eighty Eight Thousand Two Hundred Pounds}, 87% of the total eligible project cost of £100,950.00 towards a project to establish a heritage centre for Lymm and to engage the community with its history.

Part 1 of this letter sets out how we will work with you during 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. Information on our monitoring requirements can be found within the 'Receiving a grant' guidance.

#### **Keeping in touch**

We will be monitoring your progress against the following Approved Purposes which we agreed to support:

#### **Approved Purposes**

- Fully furnish a former Royal British Legion building to provide a large interchangeable exhibition space, an activity room and storage space.
- Equip the building with technology and equipment for digital artefact and oral history recording, touch-screen interactive displays and visual display areas.
- Install general office and visitor furniture and equipment.
- Develop an exhibition including photographs, documents, artifacts, images and oral history recordings.
- Provide heritage interpretation, relating to Lymm, using digital and interactive mediums, with associated learning resources and information.
- Recruit volunteers to help run project activities and staff the centre.
- Provide training to volunteers to enable them to record and digitise heritage, including interactive flat panel multi-purpose touchscreen use, digitisation and oral history recording.
- Work with schools and organisations to develop activities including oral history recording.

This will help us to understand how well the project is progressing and alert us to any issues.

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

- obtain our permission to start the project;
- submit progress reports at a frequency agreed between us when we discuss monitoring requirements. As a minimum, you will normally submit a report with your *Advance payment request form*;
- request your grant;
- provide a completion and evaluation report when you have finished your project;
- procure goods, works and services in accordance with 'Receiving a grant' guidance.

If you spend less on your project than the approved total eligible project costs (see Appendix 1 of this letter), the total grant amount you can claim will be reduced. Any reduction required will be calculated in respect of HLF's grant percentage rate which is confirmed above.

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](https://forms.hlf.org.uk/officeforms/HLF_Projects.ofml))**, in the same way that you submitted your application form. This form should also be submitted in hard copy with original signatures.

Please note that your *Permission to start and first payment request form* will be released to your online account within 15 working days of this letter. Please contact your Grants Officer if you need to access the form any earlier than this. You can find their contact details in Part 3 of this letter.

## **Part 2 – The legal section**

**Grantee name and address:** Lymm Information and Heritage Centre  
of 11a Whitbarrow Road  
LYMM  
Cheshire  
WA13 9AG

**Project Reference Number:** OH-15-04617

### **Grant**

The attached appendix 1 sets out the approved costs 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 project than the approved project costs, 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 April 2019.

### **Duration of the terms of grant**

The terms of the grant and the additional grant conditions (if any) will last for five years after project completion.

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

1. This letter
2. Your application dated 26 January 2017
  - Documents submitted by you in support of your application including all correspondence we have sent you and all correspondence we have received from you.

### **Withdrawal of the grant**

We may withdraw the grant if:

- You have already started work on your project before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on your project within 12 months of the date of this letter.

### **Part 3 – Next steps**

You should read the following related documents:

- 'Receiving a grant' setting out our monitoring requirements – [either in hard copy with this letter, sent via email or available online at <https://www.hlf.org.uk/looking-funding/our-grant-programmes>]
- 'Standard Terms of Grant' [either in hard copy with this letter, sent via email or available online at <https://www.hlf.org.uk/looking-funding/our-grant-programmes>]

Available online:

- 'How to acknowledge your grant' guidance <https://www.hlf.org.uk/running-your-project/acknowledging-your-grant/where-use-logo>
- 'Photography of HLF-funded projects: A guide for grantees' online at <https://www.hlf.org.uk/running-your-project/promoting-your-project>
- 'Promoting Your Project' online at <https://www.hlf.org.uk/running-your-project/promoting-your-project>
- 'Template press release' online at <https://www.hlf.org.uk/running-your-project/promoting-your-project>

### **What you need to do next:**

#### **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.

Jayne Hargrave will look forward to receiving your Permission to start form within 20 working days from the date of this letter or as soon as possible thereafter. However, if you have any difficulties in meeting this deadline, please let them know using the following contact details:

Jayne Hargrave  
Grants Officer  
Direct Line: 0161 200 8479  
Email: Jayne.Hargrave@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 you have access to 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 acknowledgment for your grant both during your project and after its completion. You must make sure you include our logo on any information you produce about your delivery, 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 '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](http://www.hlf.org.uk/user/register). If you have any questions about the Online Community, please contact [onlinecommunity@hlf.org.uk](mailto:onlinecommunity@hlf.org.uk).

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

Please contact your Grants Officer if you have any queries arising from this letter.

Yours sincerely



**Nathan Lee**  
Head of Heritage Lottery Fund, North West Region

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## Appendix 1 – Approved project costs

Project costs				
Cost Heading	Description	Cost £	Vat £	Total £
Professional Fees	Design Fees - to develop vision into an engaging themed exhibition	6,525	1,305	7,830
Professional Fees	App development -one or more trails, downloadable or run on tablet exploring village themes	5,000	1,000	6,000
Professional Fees	Delivery and Installation - of core exhibition built off-site	2,500	500	3,000
Professional Fees	Artwork Production Fees in relation to core exhibition	2,000	400	2,400
Professional Fees	Temporary Exhibitions - allowance toward additional cost of bring in /setting up temporary exhibitions	1,250	0	1,250
Professional Fees	Internet broadband/ wifi annual costs (est £588 pa)	1,176	0	1,176
Professional Fees	Internet / Broadband/Wifi -one time installation cost	379	0	379
Professional Fees	software Subscriptions to aid research and encourage centre use e. British Newspaper Archive, AncestryUK etc	240	48	288
Professional Fees	IT Support for IT infrastructure (£100 pa)	200	0	200
Recruitment	Volunteer Recruitment - pull up banner, flyers , local news ad	200	0	200
Digital outputs	Tablet PCs - for interactive learning in conjunction with with interactive flat panel - 10 chromebooks	1,400	280	1,680
Digital outputs	400@Marrutt inkjet printing papers A4 @£33 per 100 for exhibition and learning use	110	22	132
Digital outputs	200@Marrutt Inkjet papers A3 £60 per 100	100	20	120
Equipment and materials	Interactives and Engineering- additional to main graphic storyboards , e.g. inset video screens,panels,slider, hinged boxes	5,000	1,000	6,000
Equipment and materials	Display "boxes" - 1200mm x 500mm x 2100mm (wheeled easy to move to adapt space) 16 of.	4,000	800	4,800
Equipment and materials	Props and Models - e.g. village centre model, railway or ship canal diorama (commissioned locally)	4,000	800	4,800
Equipment and materials	Interactive Flat Panel. Large multi-purpose touchscreen (SMART 6065)	3,265	653	3,918
Equipment and materials	Display Cases -typically perspex to enclose and protect vulnerable display items	2,500	500	3,000
Equipment and materials	Dell Precision Tower Workstation- recently superseded - latest equivalent , requires large storage, suitable for graphic intensive work	1,667	333	2,000
Equipment and materials	EPSON A3 flat bed scanner No 11,000 or similar for high quality digitisation	1,667	333	2,000
Equipment and materials	Display Extra lighting - exhibition specific rather than general building lighting	1,000	200	1,200
Equipment and materials	Folding Chairs and Trolley - package of trolley and 50 stacking chairs AJ products Art No 118791	795	159	954
Equipment and materials	Windows PC - DELL - mid-range fro use in conjunction with IFP above	600	120	720
Equipment and materials	Oral history Recording Equipment 2 of Marantz PMD620 oral history recorders or similar	500	100	600
Equipment and materials	Laptop computer L501X or more recent equivalent -reception and research use	420	84	504
Equipment and materials	Children's Chairs officefurnitureonline.co.uk 32 at 13.20 inc	350	70	420

Cost Heading	Description	Cost £	Vat £	Total £
	Vat.			
Equipment and materials	Office furniture 2 computer chairs @£80 2 office desks @ 120	334	66	400
Equipment and materials	Adobe Photshop , Creative cloud 2yr subscription - may be eligible for Charity Price	317	63	380
Equipment and materials	CanonPIXMA pro100 ikjet printer for high quality digital output	313	62	375
Equipment and materials	props, items old toys, costumes, models, for centre based use	300	60	360
Equipment and materials	Mobile cloakroom trolley to store coats,bags etc examples at kidsroom.co.uk	250	50	300
Equipment and materials	Childrens Activity Trolley -classroom trolley for writing/ art material essentialsforeducation.co.uk	250	50	300
Equipment and materials	Secure Display Case for Saleable Items	240	48	288
Equipment and materials	Adjustable height tables 6 of	217	43	260
Equipment and materials	Mirophones 2 of audio-technica pro70 mics	200	40	240
Equipment and materials	Ink Cartridges , 3 sets for Can PIXMA Pro100	200	40	240
Equipment and materials	2 x Adobe Lightroom 3 - May be eligible for lower charity subscription - poss subscription only	180	36	216
Equipment and materials	Literature holders - display for heritagewlks, maps , trails, leaflets possliteraturestands.co.uk	160	32	192
Equipment and materials	Printing/ copying EPSON workforce WF-4630 general purpose high vol printer for worksheets, learning materials	150	30	180
Equipment and materials	Back up Storage - 2 x 2terabyte western digital back up storage devises @£80	133	27	160
Equipment and materials	inks for above = estimated 2 years use	120	24	144
Equipment and materials	2 x Microsoft Windows 10 and Office Home & business edition Charity price nico group.net £70	117	23	140
Equipment and materials	2 x Adobe Elements 15 - may be eligible for charity price @66	110	22	132
Equipment and materials	Sheving for storage - IKEA or similar	100	20	120
Equipment and materials	Donations Box - possibly design with local theme - locally made, materials only	80	16	96
Equipment and materials	Omnipage Pro 17 - may be eligible for charity discount	67	13	80
Equipment and materials	2 of Tie clip Microphones	35	7	42
Training for volunteers	Training /consultancy 4 days for Digitisation Project @£350 per day plus expenses	1,500	0	1,500
Training for volunteers	Training for Centre Staff volunteers 6 x 1/2 day sessions plus prep plus expenses	1,150	0	1,150
Training for volunteers	Techology Training for best use of Flat Panel, Tablets associated learning 4 days @ £200 software	800	160	960
Training for volunteers	Oral history Training 1 day professional input plus expenses	400	0	400
Expenses for volunteers	General expenses for volunteers,	1,000	0	1,000
Cost of producing learning materials	Exhibition Software devt. -Development of interactive material in conjunction with above	6,000	1,200	7,200
Cost of producing learning materials	Graphic Panel Production - relates to the large exhibition graphics/storyboards combining text and images	4,000	800	4,800
Cost of producing learning materials	Brochure and Pamphlet Production - printed info to support exhibition and village visits(not marketing)	1,500	300	1,800
Cost of producing learning materials	Agency and Scanning costs Buy-in images, large scan costs -includes North	1,000	200	1,200

Cost Heading	Description	Cost £	Vat £	Total £
	West Film Archive rights (£500)			
Cost of producing learning materials	Handling collection - containers, storage, purchased items, e.g replica food, models, facsimiles	400	80	480
Cost of producing learning materials	papers/material.crayons/paints/pens/pencils- general school and education use during learning sessions	400	80	480
Publicity and promotion	Printed publicity material , design, print, local press, social media promotion	1,200	0	1,200
Publicity and promotion	printed material distribution costs via agency with standard outlets	800	160	960
Publicity and promotion	Pull up Banners for publicity and display at outside events 3 of	320	64	384
Publicity and promotion	External Board Sign for Building	300	60	360
Publicity and promotion	External signage 2 outdoor feather flags	240	48	288
Publicity and promotion	Annual website hosting costs @ £84 pa	140	28	168
Evaluation	Conduct internally using experienced professional but seek independent advice for design and format 1.5 days @£300	350	0	350
Full Cost Recovery	Utilities , Electricity, Gas, Water - estimate £3,500 pa ( 5% VAT as charity)	7,000	350	7,350
Full Cost Recovery	Cleaning Materials, General housekeeping £20 per week.	1,733	346	2,079
Full Cost Recovery	Contents Insurance -Estimate £750 pa	1,500	0	1,500
Full Cost Recovery	council Tax - 80% reduction as Charity £200 pa	400	0	400
Contingency	General Project Contingency ADJUSTED DOWN FROM £5K TO MAKE APPN = EXACT 00	4,725	0	4,725
<b>Total Costs</b>		<b>87,575</b>	<b>13,375</b>	<b>100,950</b>

#### Project income

#### Project income

Income Heading	Description	Secured	Total (£)
Cash	contribution from funds already banked or pledged/committed see Accounts spreadsheet and <a href="http://www.lymmhic.co.uk/supporters">http://www.lymmhic.co.uk/supporters</a>	Yes	11,750
Cash	Grant from Co-op toward Handling collection and learning material for schools	Yes	1,000
HLF Grant			0
HLF Grant			88,200
<b>Total Income</b>			<b>100,950</b>







## Our Heritage

Grants of £10,000 to £100,000

### Standard terms of grant

#### Definitions:

**'we', 'us', 'our'** – the Trustees of the National Heritage Memorial Fund (who administer the Heritage Lottery Fund).

**'you', 'your'** – the organisation(s) awarded the Grant as set out in the Grant Notification Letter.

**Application** – any documents or information you send us to support your request for a grant.

**Digital Outputs** – all material with heritage content created in or copied into a digital format by or for you in connection with the Project.

**Evaluation Report** – the report you must send us with your Completion Report before we pay the last 10% of the Grant telling the story of your Project, its achievements and lessons learned.

**Grant** – the amount set out in the Grant Notification Letter.

**Grant Expiry Date** – the date by which you must complete the Project as set out in the Grant Notification Letter.

**Grant Notification Letter** – our letter confirming our Grant award to you.

**How to acknowledge your grant** – the booklet that explains how we require you to acknowledge the Grant and which gives details of the acknowledgement materials we will provide.

**Photography of HLF-funded projects: A guide for grantees** – guidance on how to submit images to us, how we use these, and how to source consents.

**Project** – the purposes we have approved as set out in the Application and how you said you would use the Property in your Application (allowing for any changes that we may have agreed up to the release of any of the Grant). These are sometimes described as 'Approved Purposes' and include you getting and using partnership funding as set out in the Application.

**Project Completion Date** – the date that we make our final payment and are satisfied that the purposes of the Grant that we have approved have been met.

**Programme Application guidance** – the document setting out the scope of the programme and how to apply.

**Property** – any property that you buy, create, receive or restore, or property that is otherwise funded by the Grant including Digital properties, intellectual property rights and any documents that you produce or order as part of the Project.

**Receiving a grant** – the guidance we publish to explain how we will pay the Grant, monitor your Project and agree changes to the Grant.

### **The Project**

1. You must only use the Grant and the Property (if any) for the Project. Changes to the Project may be agreed in further correspondence with us. You cannot transfer the Grant.
2. You must not start work or make changes to the Project without our written permission.
3. You must complete the Project by the Grant Expiry Date.
4. As well as these terms of grant, you must follow the conditions (if any) set out in the Grant Notification Letter and meet the requirements set out in the Programme Application guidance, *Receiving a grant*, the *How to acknowledge your grant* guidance, and *Photography of HLF-funded projects: A guide for grantees*.
5. You must carry out the Project in line with current best practice in your area of heritage and to a standard that is appropriate to a project of importance to the national heritage. You must follow all legislation and regulations that apply.

### **Project monitoring**

6. You must give us any progress reports and financial or other information and records we may ask for from time to time on the Grant or the Project.
7. You must allow us (or anyone we authorise) to have any access to all relevant Property (if any) and information. This is so that we can monitor the Project. You must also take into account any recommendations we (or anyone we authorise) make in relation to the Project.
8. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud measures.
9. You must monitor the success of the Project and give us an Evaluation Report at the end of it. This report must satisfy us that the Project has been completed successfully and in accordance with these terms of grant. We will not pay you the final instalment of the Grant until we have approved your completion and evaluation report.

### **Procurement**

10. Unless we agree otherwise in writing, you must advertise (outside your organisation) all new jobs and tender any goods, works and services paid for by the Grant in line with the requirements set out in the Programme Application guidance.

### **Property**

11. You must continue to own the Property and keep exclusive control over what happens to it. Other than as permitted under paragraph 17, you must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. If we give you our approval, it may depend on any of the following requirements.

- a. that you pay us a share of the net proceeds of selling or letting the Property within one month of parting with the assets or other goods;
- b. that you sell or let the Property at its full market value;
- c. any other conditions we think fit.

We may claim from you an amount in the same proportion to the sale prices as the Grant is to the original cost of the Project, or the portion of the Grant spent on the assets or goods concerned, whichever is the greater. You must pay whatever we decide is appropriate in the circumstances. We may decide not to ask you to repay the Grant (or any part of it as we think fit) for any reason but it is for us to decide that.

12. You must maintain the Property in good repair and condition. If necessary, you must also keep it in an appropriate and secure environment. You must insure the Property to the standard set out in (and use any proceeds of the insurance in line with) the Programme Application guidance.
13. You must arrange for the general public to have appropriate access to the Property. You must make sure that no person is unreasonably denied access to the Property.

#### **Publicity and acknowledgement**

14. We may make the purpose and amount of the Grant public in whatever way we think fit.
15. Once we have announced the Grant, you must acknowledge the Grant publicly in line with the requirements set out in our *How to acknowledge your grant* booklet. You must meet any other acknowledgement or publicity requirements we may tell you about from time to time. Before we make any public announcement of the Grant, you must not issue any public statement, press release or other publicity in relation to the Grant or which refers to us, other than in a form we have approved beforehand.
16. You must also provide us with digital images in electronic format of your Project – or hard-copy photographs or transparencies. You give us the right to use those you provide us with at any time, including putting them into a digital format and altering them. You must get all the permissions required for you and us to make use of them before you use them or send them to us. See *Photography of HLF-funded projects: A guide for grantees* for more information.

#### **Digital outputs**

17. You agree to:
  - a. hereby grant to us an irrevocable, perpetual and royalty-free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind;
  - b. obtain and maintain in force all authorisations of any kind required for you to use, copy, keep and disseminate the Digital Outputs and to grant such licence to us;
  - c. contract to the effect that any creation by you or on your behalf of material which forms Digital Outputs is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner may not commercially exploit it;

- d. ensure that the Digital Outputs are kept up-to-date, function as intended and do not become obsolescent before the fifth anniversary of the Project Completion Date of the Project;
- e. comply with these terms of grant in relation to the digital files that make up the Digital Outputs for the period agreed in the Grant Notification Letter. For the avoidance of doubt, this includes ensuring that the digital files are held securely and are available on request to the public and to us;
- f. grant licences in respect of the Digital Outputs under the Creative Commons model licence Attribution Non-Commercial but not on other terms without our prior written consent;
- g. not otherwise exploit the Digital Outputs commercially without our prior written consent.

### **Grant payment and repayment**

18. We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with these terms of grant and the procedures explained in *Receiving a grant* as long as:
- a. the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and
  - b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the Project in line with these terms of grant and that you are spending the Grant in proportion to any other funds you receive from other sources for the Project.
19. If you complete the Project without spending the full amount of the Grant, you must return the unspent amount to us immediately. We will not increase the Grant as the result of an overspend or otherwise. You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if:
- a. you no longer operate, or you are declared bankrupt or placed into receivership or liquidation;
  - b. you have, in our opinion, given us fraudulent, incorrect or misleading information;
  - c. you have acted negligently in any significant matter or fraudulently in connection with the Project;
  - d. any competent authority directs the repayment of the Grant;
  - e. there is a significant change in your status;
  - f. you knowingly withhold information that is relevant to the content of your Application; or
  - g. you fail to keep to any of these terms of grant.
20. If you sell or otherwise part with all or part of the Property without our permission under paragraph 11, or you receive money in some other way as a result of you not following these terms of grant, you may have to pay us immediately a share of the net proceeds if that share is more than the amount we would otherwise be entitled to under paragraph 19.

**General terms**

21. If there is more than one of you, any liability under these terms of grant will apply to you all together and separately.
22. These terms of grant will last for the period set out in the Grant Notification Letter.

