



Application Form

Notes on completion

Summary

Name

Lymm Information & Heritage Centre Association

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision takers so please ensure that you choose a title that you are happy for a wide range of people to see.

Unlocking Lymm's history for all to share and understand

Reference number

OH-15-04617

Project summary

In no more than 200 words, summarise your project. We will use this text to tell people about your project, including our decision takers who will see your description as part of the assessment process.

This project will transform engagement with the unique heritage of Lymm by establishing a permanent Heritage Centre. Lymm's story stretches back to the Domesday book; incorporating physical heritage, such as the pre-industrial revolution slitting mill, the Bridgewater Canal, listed buildings and the fustian cutting industry in addition to memories, photographs, documents and film footage from groups and individuals in the village.

While Lymm is a vibrant community with a year-round calendar of festivals there is no focal point through which to access the wealth of memories and material culture that make up the village's heritage. Taking the opportunity to acquire the lease on a suitable building will transform access to Lymm's heritage.

The Centre will improve interpretation of and access to Lymm's story on site through a core exhibition exploring Lymm's community history and revealing the impacts of the transport and industrial revolutions on village life.

Digitisation and oral history projects will improve access to information and objects online. Learning resources, including a handling collection, will support school sessions, reminiscence sessions and groups with additional sensory needs. Volunteering at the Centre will provide opportunities to share and develop new skills and knowledge.

Have you received any advice from us before making your application?

Yes

Please tell us who you received advice from.

Louise Sutherland

Is this your first application to the Heritage Lottery Fund?

Yes

Section one: Your organisation

1a Address of your organisation:

Address line 1 11a Whitbarrow Road

Address line 2

Address line 3

Town / city LYMM

County Cheshire

Postcode WA13 9AG

1b Is the address of your project the same as the address in 1a?

No

Enter the address of your project. Please use the post code look up button to find your address so that the Local Authority and Constituency information is generated in the boxes below.

Enter the address of your project:

Address line 1 1

Address line 2 Legh Street

Address line 3

Town / city LYMM

County Cheshire

Postcode WA13 0DA

Local Authority within which the project will take place

Warrington

Constituency within which the project will take place

Warrington South

1c Details of main contact person

Name

Alan Williams

Position

Chair

Is the address of the main contact person the same as the address in 1a?

Yes

Daytime phone number, including area code

01925 754080

Alternative phone number

07540 096282

Email address

alanlymm@gmail.com

1d Describe your organisation's main purpose and regular activities

Lymm Heritage Group is a relatively new group that was formed in January 2015 and became a registered charity in December 2015. The main purposes of the organisation are

- * To share a better understanding of the village's rich heritage
- * To provide a base for individuals and groups to explore and research that heritage. i.e. The Heritage Centre
- * To provide a focal point for schools and other groups to learn about local history.
- * To support the economic wellbeing of the village
- * To strengthen a sense of community.

Activities to date have focused mainly on securing premises, raising awareness and raising funds locally. A number of heritage activities/ events have also taken place including

- * Brazilymm, a four day exhibition to celebrate the 50th anniversary of the visit of the Brazil football team to stay at the Lymm Hotel for the '66 World Cup which received national media coverage.
- * "We Love Our Canal" a four day programme of education run in conjunction with Ellesmere Port Boat Museum and Saturn Education Project to introduce Key Stage 2 children to the significance of the Bridgewater Canal to Lymm's history.
- * Active website www.lymmhic.co.uk and facebook page [facebook.com/lymmheritage](https://www.facebook.com/lymmheritage) (1,700+ followers)
- * Pop-up exhibitions to coincide with other large village events.

1e The legal status of your organisation**Please select one of the following:**

Organisation not in the public sector

Please select one of the following:

Community or voluntary group

Describe the size and staff structure of your organisation, your governing body and your financial situation.

The group is constituted in line with the requirements of a Charity Incorporated Organisation. There are six trustees who also sit on a management team of twelve members which includes a co-opted member of the Parish Council.

The team includes an elected Chair, Secretary, Treasurer, Education and Learning co-ordinator, Researcher & Exhibits Co-ordinator with other team members bringing in professional skills in area such as volunteer recruitment, graphic design, social media, museum based learning. The team are all volunteers.

Including pledges from local organisations such as Lymm Parish Council funds currently stand at approximately £18,000 raised since mid- 2015. More at <http://www.lymmhic.co.uk/supporters> .

All funds are unrestricted reserves.

The group has also been offered rent-free use of premises for the first three years of a lease – estimated equivalent in value to at least £45,000.

We have a financial plan aimed at ensuring long term sustainability which includes a wide range of revenue streams including, support from local bodies and events , visitor donations, friends subscriptions, education fees, room hire, fundraising events and retail.

Spending in first year operations was related mainly to mounting one-off events: Brazilymm, We Love Our Canal and pop-up events and totalled approximately £3K . These events returned a healthy profit.

If applicable, how many board members does your organisation have?

12

How much did your organisation spend in the last financial year?

2101

What level of unrestricted funds is there in your organisation's reserves?

18000

If your organisation is any of the following, please provide the information shown.

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

1164961

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

1f Will your project be delivered by a partnership?

No

1g Are you VAT registered?

No

Section two: The heritage

In this section, tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses on?

Lymm's unique story will be told broadly through three themes – Trades, Transport and Tradition.

TRADES

For nearly a hundred years Lymm was one of the largest Fustian Cutting centres in the country. It's the story of exploited child labour and, at times, grinding poverty, and of the thousands who worked in the trade throughout the Victorian era and beyond. It contrasts starkly with the lives and estates of the "cotton barons" who made the village their home, away from the smoke and grime of Manchester. A few fustian workshops remain as well as many legacies of the wealthy incomers.

From the beginning of the twentieth century Lymm was home to Wright's of Lymm, a name known throughout the world as the pinnacle of the gold-beating industry –supplying gold leaf to famous sites everywhere – including the gates of Buckingham Palace.

The remains of a pre-industrial slitting mill can be explored. Lymm was also part of the Cheshire salt extraction belt.

TRANSPORT

Lymm was one of the first villages in England to be altered totally by the birth of the canal era when the Duke of Bridgewater drove the first purpose built canal of the age through the centre in 1767. It was built by a new breed of men; Brindley's "navvies" –the navigators. The canal changed the look of the village but more importantly it changed people's lives forever bringing trade and access to Manchester and beyond. The village also became home to hundreds of boatmen and their families whose story we can tell.

The Heritage Centre itself sits ideally, at the heart of the village and within 50 yards of the Bridgewater Canal and Brindley's Whitbarrow viaduct.

The navvies returned many times, to build the turnpike road that created the famous beauty spot Lymm Dam, the railway and, most notably the Manchester Ship Canal. Some stayed briefly, in shanty towns on the edge of the village. Others never left, making Lymm their home. We can tell their story too.

The grand Victorian villas near what was once the railway station remind us a new kind of villager, the up and coming middle class, who moved in as the attractive village became more accessible. The old railway line itself now forms part of the coast to coast Trans-Pennine trail.

TRADITION

The strength of village community means that many traditions have survived. The annual soul-caking plays can be traced back almost a thousand years. Performance at All-Hallows is unique to North Cheshire and Lymm has its own version of the mummers' play.

Today's annual May Queen- still a highlight on the Lymm calendar - started life in 1889 as the Band of Hope Festival. It was planned as a distraction from the evils of alcohol. Rushbearing, originating in the 18th century, was also revived in the 1970s and continues to this day.

These events provide an exciting direct link to the past and have been among the attractions that have brought visitors and trippers to Lymm for 200 years, by boat, train, paddle steamer, bicycle and charabanc. Today the village is still a popular destination for boaters, cyclists and day visitors.

The whole fascinating story of Lymm can be told through pictures, stories, memories, film, artefacts, maps, models and activities as well as through guided exploration and interpretation of the village itself.

"FOOT" notes

There are so many other intriguing stories to tell of this Domesday village; from the remarkable footprints of the prehistoric lizard, chirotherium discovered in a local quarry to the time that Pele presented a pair of his boots to a bemused local laundryman during the team's stay at the Lymm Hotel for the 1966 World Cup.

2b Does your project involve work to physical heritage, such as buildings, collections, landscapes or habitats?

No

2c Does your project involve the acquisition of a building, land or heritage items?

No

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Project plan

You must submit a Project Plan as part of your application; this is where you can provide us with information on what your project will do. Please read the programme application guidance for more information.

You will need to create your own project plan and attach it as a supporting document at the end of this form. A template document can also be found on the HLF website.

3b Explain what need and opportunity your project will address

Need

Whilst Lymm has a rich heritage there is a strong need for a focal point where it can be viewed, interpreted and better understood. As an example there is a Heritage Trail which was developed some years ago but no central point where visitors can pick up a trail map or place the trail in any sort of context.

Local schools tell us that they struggle to gain easy access to resources that would enable staff to effectively understand and interpret the area's history and heritage for their pupils to meet curriculum needs. (see letter of support from schools).

An initial survey publicised locally in November 2014 attracted 250 responses – findings showed that there was overwhelmingly support for more information and interpretation of the history of Lymm and for a heritage centre that could act as a focal point for activity and interpretation.

Our pilot events – Brazilymm, We Love Our Canal and pop-up days have been extremely popular and involved hundreds of people from all sections of the community. Individuals have expressed their support for the heritage centre in a number of ways, by volunteering, by donating, by participating and by their supportive feedback.

Our guestbook from pop-up events has almost 300 responses reflecting huge interest in the history of Lymm and the themes we intend to interpret. Here are a few sample comments

"I think this a brilliant concept and excellent idea, can't wait for it to start"

"What a brilliant resource for our children"

"Fascinating information on the village. Look forward to the Heritage centre opening".

"Fab idea, fully support it, happy to help!"

"Good Show – gives an impression of what is to come".

"Great idea, Good luck".

"Wonderful contribution to the whole community, deserves to be supported!.

"Drop me a line if I can help. It's a great initiative."

"Great plans and great for the village"

"I want to come here every day" (child)

"Remarkable start.. Keep up the good work."

Our facebook page already has 1,700+ followers. Posts often attract a reach 10,000 or more and we receive many more positive comments. The few local history books and videos that have been produced typically sell 1,000+ copies indicating further the appetite for more information on local history and heritage.

Opportunity

There is a wide range of material potentially available including photographs, documents, artefacts, images and oral memories but they are widely dispersed across various groups, societies and individuals. One aim would be to borrow, then digitise, organise and cross reference as much of this material as possible for public access either at the centre or on-line as well as providing a tailor-made programme of activities and resources to meet the needs of local schools. Images and artefacts, replicas and models on display will be very largely on a loan basis for display or use in handling collections as appropriate. There is no intention at this point to

build any sort of stored collection.

A unique opportunity has arisen to take up a lease on what was until recently the Royal British Legion. The building has been bought by a local person who is also funding all the very extensive improvements to the premises. The group has been offered a lease on the building for an initial ten years with option to continue that includes first three years rent-free.

The building is of suitable size and location at the heart of the village with the added bonus of being only 50 metres from the Bridgewater Canal which is key to Lymm's story. It is also next door to the volunteer-led Community Centre providing further opportunities for joint ventures and mutually supportive activities and events.

There will be approximately 77 square metres (11x7) of display space plus a smaller room for meetings, archiving activity, storage. A third room will act as a furniture store area. A key aspect of the design will be the ability to create an exhibition where the space can be easily moved in order to adapt the space for other uses e.g. classroom, film show, talk or other group activity.

The implications of not receiving funding now.?

The one-time offer of such a generous lease on an ideal building that has been adapted and refurbished with Heritage centre use in mind is a unique opportunity that the group would be very reluctant to let go.

We also feel that we have created such momentum and enthusiasm from all sections of the community from parish council to schools to other community groups, traders and individuals that we would still go ahead, albeit in much reduced form initially- subject to agreement and support of the lessor of the building.

Without HLF funding we would have to start from a "bare bones" approach. We would focus initially on simply making the centre a usable resource space with furnishings and basic IT. We would be far less likely to be able to equip to a standard that could sustain medium to long term interest from the public. We would also need to review and trim down the scale of our activities and look at much reduced offerings for education, digitisation etc.

We would actively seek other sources of funding (some of which we will be doing even if we are successful e.g. friends subscriptions) with a view to developing piecemeal.

The major challenges for the project without HLF funding would be

1. To sustain enthusiasm and participation from all the interested groups in a situation where we found ourselves starting from a minimal offering.
2. To be able to reach a point where we had sufficient resources, attractions and offerings in place to be able to sustain the centre financially from year four onwards to provide long term benefit.
3. To convince other funding bodies of the value and worth of contributing to a Heritage based project having failed to secure HLF funding.

3c What work and/or consultation have you undertaken to prepare for this project?

We have consulted extensively and the current model of the project has developed from that process.

We have met with schools, carried out a survey with local residents of Lymm as well as receiving plentiful feedback from visitors. We have taken feedback via social media, listened to the public at our pop-up events, presented to other local organisations including the Parish Council and held ideas meetings to which the public were invited. We are also active members of the local traders group. As a result of that consultation we have gained a better understanding of who might represent our target audiences. Our ideas for activities and events to meet the needs, interests and preferences of those audiences have evolved. What started in concept as a small fairly static "museum style" exhibition has developed into much more of a dynamic space, adaptable to multiple uses, as exhibition space, as research area, as a classroom, as activity base and as information/ kicking off point for those visiting the village's wider heritage.

Over the last eighteen months we have worked hard to raise awareness of plans for the centre and also to keep people abreast of our developing ideas. We feature regularly in the local press, have a mailing list of over 270 as well as the 1,700+ facebook followers (all organic growth) and 275 twitter followers.

We have worked toward building a core team of around 12 with a wide range of skills and have researched extensively by looking at the work of many other heritage centres and small museums, in some cases talking to and meeting their staff both formally and informally. In addition we have 40+ registered commitments

from a larger, wider group of volunteers that we aim to draw in from all sections of the community. We have a clear volunteer recruitment strategy in place and feel sure numbers will continue to grow once the building is complete and people are able to experience the centre at first hand.

We have engaged with three design companies to get their feedback on how we might best approach using our space and also worked with a heritage consultant who has helped us to understand the potential of our project for learning and participation.

Our ideas for an outline formal learning programme are being explored in consultation with local schools by a team of four that includes a retired primary head, two parents of local primary school children – one who has museum education experience, the other who is involved in graphic design plus a local history enthusiast who also sits on the Parish Council.

We have also consulted with collections experts on the best approach to ensuring we meet good standards for documenting any loans or donations of items we receive. We have concluded that by and large we would expect to take loans for specific exhibitions and would not actively seek permanent donations that may lead to issues of conservation and storage. We would continue to take advice from our local Warrington Museum on all issues relating to any held items.

We are working closely with Lymm & District History Society who are represented on our management committee. Their knowledge and resources will be invaluable in helping us to tell Lymm's story.

We are working with a local traders' group on a strategy to promote improved footfall in the village.

3d What outcomes will your project achieve?

Outcomes for Heritage

A key aspect of the project as described above will be to record items of heritage value, typically through digitisation and with supporting information and interpretation. At the core of this will be photographs but also film, documents, artefacts and oral memories (with new activities planned to record these). The vast majority of these will have a direct link and relevance to Lymm but these may be supported by some more general items that give an insight into domestic life at various points in village history.

The aim of this part of the project is not to amass an "owned collection" but to provide an accessible, catalogued digital record for wider use and viewing, as well as telling the stories associated with the items. A "pilot" of this sharing heritage approach is already evident on the website. See <http://www.lymmhic.co.uk/sharing-heritage>, <http://www.lymmhic.co.uk/services2> and <http://www.lymmhic.co.uk/gallery>

Some items may be digitised and returned, a few may be accepted on loan. Only in exceptional cases we may accept permanent donations in consultation with Warrington Museum. A handling collection of more robust lower value items would also benefit local schools.

The Heritage Centre itself will be to provide a "core" exhibition telling Lymm's story in an engaging way using a variety of media and drawing on key loan, borrowed and owned items in many media or reproductions of them.

We would also look to improve interpretation and understanding of the built heritage of the area, via online apps, trail booklets and/or guide. A first pilot draft of a children's village trail has already been produced. Trails would include not just identify key "landmark" features such as Lymm Cross and The Bridgewater Canal but less well known sites and smaller features such as the slitting mill, fustian cutters' cottages, the canal warehouse, Victorian council offices and surviving features of the turnpike road as well telling individual's stories. We would look to produce these trails in an engaging way, possibly using the skills of local musicians and writers to help bring stories to life. The wider built heritage also enables the public to gain an awareness of the changing pattern of social development through businesses, public buildings and housing. e.g. the large collection of impressive Victorian villas in close proximity to the site of the former railway station.

Outcomes for People

Involvement in the initial project will provide opportunity for volunteers to develop skills in communication, project management, creative design, research, archiving, marketing, group leadership and financial

management. Some members of the team already have good experience in these areas but as we operate a team based approach others will be able to learn by experience. Specific new skills will be needed e.g. where we are using IT systems for the purpose of digitising and recording information. All members of the team – estimated to be at least 50 – who may be involved in a wide range of activities from people based to technical will receive relevant training as well as a broader introduction to Lymm Heritage so that they themselves become a valuable source of information for visitors.

There are positive opportunities presented for young people not only directly through the learning programme but a wider set of activities, exhibitions, trails and competitions aimed at stimulating their interest. Teachers too will benefit from use of the centre with access to resources that will help them deliver effectively on the local studies element of the national curriculum. Participation will be key and we look forward to giving over the exhibition space to display the outcomes of learning projects.

We would aim to involve seniors many of whom regularly visit the neighbouring community centre. Providing oral history or simply joining the volunteer group are both possibilities. Volunteers of all ages collecting the history would benefit from training.

We will also potentially look to provide an opportunity for local artists, authors and craftspeople to becoming involved in interpreting Lymm's story.

Above all we aim to offer an enjoyable and enriching experience for our team members and visitors that will encourage further participation and more repeat visitors. A dynamic approach with a succession of changing activities and exhibitions involving a wide range of groups from young people to seniors and of all abilities is core to what we are about.

Outcomes for Community.

Lymm has grown rapidly in the last thirty years. The majority of the population are not originally from the village or even the immediate area. There is a good sense of community in the village but we believe this can only be strengthened by giving people a better understanding of the heritage of the community in which they are living. This applies in particular to young people some of whom may not feel any great sense of belonging to the village. Our existing "We Love Our Canal" programme for Key Stage 2 children is the first example of this.

The community as a whole will, we believe, benefit from the presence of the Heritage Centre. It will be on the site of what was previously the Royal British Legion which served the village for over 40 years. On its closure the village risked losing the site to commercial development. The location in the village centre, close to the canal and next door to the community centre could hardly be better.

Visually the renovated building will lift the area and be an exciting addition to the village centre and we hope a source of pride to residents, volunteers and users.

Lymm already receives a good number of visitors but we hope that the presence of the centre will not only mean that people will stay longer in the village but that it will encourage more to visit and to explore the village with obvious knock-on benefits for village traders and the local economy.

The potential positive outcomes for community were probably best summed by our patron Terry Waite CBE when said "A village that take its heritage seriously is in a strong position to build a lively community".

3e What are the main groups of people that will benefit from your project?

1. Visitors – with the opportunity to enrich their stay in the village through a better understanding of its history
2. Residents - through the opportunity to volunteer, visit and participate in activities.
3. School children and Students – by participating in learning programmes, activity sessions, volunteering.
4. Senior residents – by sharing their knowledge, perhaps through oral history projects, by volunteering
5. Special Needs groups . There is for example a local Autism Centre who have already participated in the Brazilymm and We Love Our Canal Events. They are keen to explore ways in which they can be further involved.
6. The trading and business community through increased footfall and longer visits to the village.

We need to understand the range of audiences that you are planning to attract with your project. We use this information to assess your plans for your project - we do not prioritise projects for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take to overcome barriers to involving people with heritage.

If your project aims to benefit a wide range of people and is not specifically targeted at any particular group, tick this box

✓

3f How many people will be trained as part of your project, if applicable?

50

3g How many volunteers do you expect will contribute personally to your project?

50.

3h How many full-time equivalent posts will you create to deliver your project?

Section four: Managing your project

In this section, tell us how you will deliver your project.

4a How will your project be managed?

The project will be overseen by the management team of twelve which includes the six trustees. The group chair will take lead responsibility for the project. The chair has a long working track record in project management in the IT industry(now retired). He has a strong interest in local history and heritage having produced two local films and written two local history books. These have all been financially successful and have contributed to Centre funds.. He has also taken a marketing and event promotion role in the Lymm Festival for one year which became the most successful year financially in the festival's 15 year history. In 2013 he initiated a new event - Lymm Historic Transport Day, now annual, which has become the largest event on the village calendar. That event is now run by a wholly separate team of 15 with 100 volunteers over the weekend. This event also contributes a portion of profits to the Heritage Centre.

The management team as a whole contains a well balanced mix of relevant skills including a secretary who was very involved in fundraising to build a new scout and guide HQ, a research officer who is a qualified librarian and teacher with specific experience in archive studies, two qualified accountants, a retired head teacher who mentors student teachers and has been involved in setting up education projects at National Trust sites, an experienced trainer who has produced a professional manual on the subject of training volunteers, a retired person with very relevant experience in the management of a fundraising charity, a retired professional photographer who grew up in Lymm and has a wealth of local knowledge, a graphic designer, a social media specialist, a person with experience of working in learning and engagement in the museum sector as well others with more general management, heritage and communication experience. The age range of the management team is approx. 28- 78 Full CVs available on request.

4b Tell us about any outside advice you have received or will receive to help you manage your project.

We have sought advice from many sources including

1. Other Museums and Heritage Centres – we have visited around 15 in total, seeking out those of similar size where possible e.g. Bollington, Congleton, Knutsford, New Mills, Pennine Heritage at Hebden Bridge. We have spoken to management and staff at all of them. We have had particular help and support from People's History Museum, Congleton Museum, Warrington Museum and Hebden Bridge.
2. Heritage Consultants – We have been especially grateful for the help and advice of Christine Chadwick, a learning and community engagement specialist who has met with us as a group and attended our AGM "brainstorming " session as an advisor. She has continued to guide us through the application process.
3. Museum Design Organisations We have met with three companies (Anthony Chadwick, then independent now working with PLB, Headland Design and , most recently, Mark Magidson of Explus who has produced a design vision document and provided professional input on costings) to gather initial ideas on exhibition and interpretation and input on the opportunity that the site offers us. They have also provided us with outline costings to help us realise our vision for the centre. His document which offers possible approach to realising the vision is one of our attachments.
4. Lynsey Jones, North West Museum Development Officer and staff of Warrington Museum and Art Gallery have advised on collections management.
5. Other Recipients of HLF Funding. We have met with other organisations who have been through the process of applying for a receiving Heritage Lottery Funding , notably Congleton Museum, Liverpool – Linacre Methodist Mission and Neighbourhood Centre and Hebden Bridge, Pennine Heritage Centre.
6. Members of AIM –attended one of their seminars on good governance for trustees.
7. Heritage Interpretation Specialists - Inheritance

4c When do you expect your project to start and finish?

Project start date

Month

April

Year

2017

Project finish date

| | | | |
|--------------|-------|-------------|------|
| Month | March | Year | 2019 |
|--------------|-------|-------------|------|

4d How will you evaluate the success of your project?

We will develop an evaluation framework to capture information and data about both quantitative and qualitative outcomes and outputs.

Evaluation techniques will consist of recording:

- Financial success against our business model
- Visitor numbers, both in person and to the centre's activities and events
- Numbers of volunteers successfully recruited and retained
- Number of people trained
- Hits to the website, including numbers of downloads
- Visitor surveys
- Evaluation sheets for teachers and pupils
- Social media responses and contributions

4e Tell us what will happen to the things that your project has produced after the funding ends.

The HLF Project is the foundation of a much longer term vision to provide a permanent amenity for the community of Lymm.

We will plan to ensure that the range of activities and people involved continues to grow. We will also be striving to create a business model that means that in the longer term the centre can be self-sustaining with realistic levels of help and support of more local funding bodies as well as a range of revenue streams including, donations, subscriptions, education session fees, event fees, retail, room-hire, Subject to refinement and improvement we would aim to provide a set of learning resources that could be usable for many years while adapting to the changing opportunities offered by technology developments.

Our online presence will continue to be important and will also grow over time providing a central point of information available to all as well as being an important resource for learning and research.

4f If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.

n/a

Section five: Project costs

5a In this section, tell us how much it will cost to deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. If you need to provide a more detailed explanation and breakdown of your costs there is a facility at the end of the application form to upload supporting documents.

| Cost Heading | Description | How much (£) | Non recoverable VAT | Total (£) |
|--------------------------------------|---|--------------|---------------------|-----------|
| Equipment and materials | Display "boxes" - 1200mm x 500mm x 2100mm (wheeled easy to move to adapt space) 16 of. | 4000 | 800 | 4800 |
| Equipment and materials | Interactive Flat Panel. Large multi-purpose touchscreen (SMART 6065) | 3265 | 653 | 3918 |
| Equipment and materials | Windows PC - DELL - mid-range fro use in conjunction with IFP above | 600 | 120 | 720 |
| Cost of producing learning materials | Exhibition Software devt. -Development of interactive material in conjunction with above | 6000 | 1200 | 7200 |
| Cost of producing learning materials | Graphic Panel Production - relates to the large exhibition graphics/storyboards combining text and images | 4000 | 800 | 4800 |
| Equipment and materials | Interactives and Engineering- additional to main graphic storyboards , e.g. inset video screens,panels,slider, hinged boxes | 5000 | 1000 | 6000 |
| Equipment and materials | Display Cases -typically perspex to enclose and protect vulnerable display items | 2500 | 500 | 3000 |
| Equipment and materials | Props and Models - e.g. village centre model, railway or ship canal diorama (commissioned locally) | 4000 | 800 | 4800 |
| Professional Fees | App development -one or more trails, downloadable or run on tablet exploring village themes | 5000 | 1000 | 6000 |
| Cost of producing learning materials | Brochure and Pamphlet Production - printed info to support exhibition and village visits(not marketing) | 1500 | 300 | 1800 |
| Equipment and materials | Display Extra lighting - exhibition specific rather than general building lighting | 1000 | 200 | 1200 |
| Cost of producing learning materials | Agency and Scanning costs Buy-in images, large scan costs -includes North West Film Archive rights (£500) | 1000 | 200 | 1200 |
| Professional Fees | Delivery and Installation - of core exhibition built off-site | 2500 | 500 | 3000 |
| Professional Fees | Design Fees - to develop vision into an engaging themed exhibition | 6525 | 1305 | 7830 |
| Professional Fees | Artwork Production Fees in relation to core exhibition | 2000 | 400 | 2400 |
| Professional Fees | Internet / Broadband/Wifi -one time installation cost | 379 | | 379 |
| Professional Fees | Internet broadband/ wifi annual costs (est £588 pa) | 1176 | | 1176 |
| Professional Fees | IT Support for IT infrastructure (£100 pa) | 200 | | 200 |
| Professional Fees | Temporary Exhibitions - allowance toward additional cost of bring in /setting up temporary exhibitions | 1250 | | 1250 |
| Recruitment | Volunteer Recruitment - pull up banner, flyers , local news ad | 200 | | 200 |
| Training for volunteers | Training for Centre Staff volunteers 6 x 1/2 day sessions plus prep plus expenses | 1150 | | 1150 |
| Digital outputs | Tablet PCs - for interactive learning in conjunction with with interactive flat panel - 10 chromebooks | 1400 | 280 | 1680 |
| Cost of producing learning materials | papers/material.crayons/paints/pens/pencils- general school and education use during learning sessions | 400 | 80 | 480 |
| Equipment and materials | Printing/ copying EPSON workforce WF-4630 general purpose high vol printer for worksheets,learning materials | 150 | 30 | 180 |
| Equipment and materials | inks for above = estimated 2 years use | 120 | 24 | 144 |
| Cost of producing learning materials | Handling collection - containers, storage, purchased items, e.g replica food, models, facsimiles | 400 | 80 | 480 |
| Equipment and materials | props, items old toys, costumes, models, for centre based use | 300 | 60 | 360 |
| Professional Fees | software Subscriptions to aid research and encourage centre use e. British Newspaper Archive, AncestryUK etc | 240 | 48 | 288 |
| Training for volunteers | Techology Training for best use of Flat Panel, Tablets associated learning 4 days @ £200 software | 800 | 160 | 960 |
| Equipment and materials | EPSON A3 flat bed scanner No 11,000 or similar for high quality digitisation | 1667 | 333 | 2000 |

| Cost Heading | Description | How much (£) | Non recoverable VAT | Total (£) |
|-------------------------|---|--------------|---------------------|-----------|
| Equipment and materials | Back up Storage - 2 x 2terabyte western digital back up storage devises @£80 | 133 | 27 | 160 |
| Equipment and materials | 2 x Adobe Lightroom 3 - May be eligible for lower charity subscription - poss subscription only | 180 | 36 | 216 |
| Equipment and materials | Adobe Photshop , Creative cloud 2yr subscription - may be eligible for Charity Price | 317 | 63 | 380 |
| 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 | Omnipage Pro 17 - may be eligible for charity discount | 67 | 13 | 80 |
| Equipment and materials | CanonPIXMA pro100 ikjet printer for high quality digital output | 313 | 62 | 375 |
| Equipment and materials | Ink Cartridges , 3 sets for Can PIXMA Pro100 | 200 | 40 | 240 |
| 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 | Dell Precision Tower Workstation- recently superseded - latest equivalent , requires large storage, suitable for graphic intensive work | 1667 | 333 | 2000 |
| Equipment and materials | Laptop computer L501X or more recent equivalent -reception and research use | 420 | 84 | 504 |
| Training for volunteers | Training /consultancy 4 days for Digitisation Project @£350 per day plus expenses | 1500 | | 1500 |
| Equipment and materials | Office furniture 2 computer chairs @£80 2 office desks @ 120 | 334 | 66 | 400 |
| Equipment and materials | Sheving for storage - IKEA or similar | 100 | 20 | 120 |
| Equipment and materials | Oral history Recording Equipment 2 of Marantz PMD620 oral history recorders or similar | 500 | 100 | 600 |
| Equipment and materials | Mirophones 2 of audio-technica pro70 mics | 200 | 40 | 240 |
| Equipment and materials | 2 of Tie clip Microphones | 35 | 7 | 42 |
| Training for volunteers | Oral history Training 1 day professional input plus expenses | 400 | | 400 |
| 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 | Adjustable height tables 6 of | 217 | 43 | 260 |
| Equipment and materials | Childrens Activity Trolley -classroom trolley for writing/ art material essentialsforeducation.co.uk | 250 | 50 | 300 |
| Equipment and materials | Children's Chairs officefurnitureonline.co.uk 32 at 13.20 inc Vat. | 350 | 70 | 420 |
| Equipment and materials | Literature holders - display for heritagewlks, maps , trails, leaflets possliturestands.co.uk | 160 | 32 | 192 |
| Equipment and materials | Mobile cloakroom trolley to store coats,bags etc examples at kidsroom.co.uk | 250 | 50 | 300 |
| Equipment and materials | Donations Box - possibly design with local theme - locally made, materials only | 80 | 16 | 96 |
| Equipment and materials | Secure Display Case for Saleable Items | 240 | 48 | 288 |

| Cost Heading | Description | How much (£) | Non recoverable VAT | Total (£) |
|-------------------------|--|--------------|---------------------|-----------|
| Publicity and promotion | Annual website hosting costs @ £84 pa | 140 | 28 | 168 |
| Publicity and promotion | External signage 2 outdoor feather flags | 240 | 48 | 288 |
| Publicity and promotion | External Board Sign for Building | 300 | 60 | 360 |
| Publicity and promotion | Printed publicity material , design, print, local press, social media promotion | 1200 | | 1200 |
| 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 |
| Evaluation | Conduct internally using experienced professional but seek independent advice for design and format 1.5 days @£300 | 350 | | 350 |
| Contingency | General Project Contingency ADJUSTED DOWN FROM £5K TO MAKE APPN = EXACT 00 | 4725 | | 4725 |
| Expenses for volunteers | General expenses for volunteers, | 1000 | | 1000 |
| Full Cost Recovery | Utilities , Electricity, Gas, Water - estimate £3,500 pa (5% VAT as charity) | 7000 | 350 | 7350 |
| Full Cost Recovery | Contents Insurance -Estimate £750 pa | 1500 | | 1500 |
| Full Cost Recovery | council Tax - 80% reduction as Charity £200 pa | 400 | | 400 |
| Full Cost Recovery | Cleaning Materials, General housekeeping £20 per week. | 1733 | 346 | 2079 |
| Total | | 87575 | 13375 | 100950 |

5b Project income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of your project costs or the system will not allow you to proceed.

| Source of funding | Description | Secured? | Value |
|-------------------|--|----------|--------|
| Cash | contribution from funds already banked or pledged/committed see Accounts spreadsheet and http://www.lymmhic.co.uk/supporters | Yes | 11750 |
| Cash | Grant from Co-op toward Handling collection and learning material for schools | Yes | 1000 |
| HLF grant request | | | 88200 |
| Total | | | 100950 |

5c Financial summary

| | | |
|-------------------|--|---------|
| Total costs | | 100,950 |
| Total income | | 12,750 |
| HLF grant request | | 88,200 |
| HLF grant % | | 87 |

5d Are there any non-cash contributions or volunteer time to help carry out your project?

| Description of non-cash contributions | Estimated value (£) |
|---|---------------------|
| Rent-free building provision for duration of project (plus 1 further year) | 30,000 |
| Total | 30,000 |

| Description of volunteers' task | Number of days | £ per day (as per our guidance) | Estimated value (£) |
|--|----------------|---------------------------------|---------------------|
| Core Exhibition Content Development | 34 | 150 | 5,100 |
| Heritage Centre Staffing (20hrs per week for 78 weeks. 2 staff) | 445 | 50 | 22,250 |
| Volunteer Co-ordinator, Bookings admin | 96 | 150 | 14,400 |
| Centre Manager, | 82 | 350 | 28,700 |
| Retail, donations mgt, procurement, management etc | 27 | 150 | 4,050 |
| exhibition artefact management, cataloguing - mainly handling collection and display items | 67 | 150 | 10,050 |
| Finance - Treasurer also fundraising | 50 | 350 | 17,500 |
| Digitisation - scanning, documenting, research, oral history etc | 129 | 150 | 19,350 |
| Learning & Engagement - Session Leading | 34 | 350 | 11,900 |
| Learning and Engagement Delivery - Support role | 34 | 150 | 5,100 |
| Learning and Engagement - Session & Material Development | 29 | 150 | 4,350 |
| Secretary role | 21 | 150 | 3,150 |
| Management Meetings (mgt team is 12) (Trustees 6) | 51 | 150 | 7,650 |
| Volunteer Training assume 5 hours training across 60 volunteers | 43 | 50 | 2,150 |
| Centre Marketing and Promotion | 43 | 150 | 6,450 |
| ongoing programme development - identify, bring in temp exhibitions | 43 | 150 | 6,450 |
| Project Management up to and including the Evaluation | 70 | 350 | 24,500 |
| Total | 1,298 | | 193,100 |

Section six: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

✓ If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Declaration**a) Terms of Grant**

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2 and 3 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first.

The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- **To decide whether to give you a grant.**
- **To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.**
- **To hold in a database and use for statistical purposes.**
- **If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.**
- **If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.**

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the **above statements.**

| | |
|---------------------|----------------------------------|
| Name | Alan Williams |
| Organisation | Lymm Heritage Information Centre |
| Position | Chair |
| Date | 26/01/2017 |

Are you applying on behalf of a partnership?

No

Section seven: Supporting documents

Please provide all of the documents listed unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

In addition to numbers 1-11 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.

1. Copy of your organisation's governing document, unless you are a public organisation, a private individual or a for-profit organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.

If you have sent a copy of your governing document with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

Electronic

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Not applicable

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations, private individuals or for-profit organisations;

Electronic

4. Project Plan;

Electronic

5. Calculation of Full Cost Recovery (if applicable);

Not applicable

6. Briefs for internally and externally commissioned work;

Not applicable

7. Job descriptions for new posts;

Not applicable

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk).

Electronic

9. Letters of support (no more than six)

Electronic

10. Conservation/condition survey

Not applicable

If you are applying under the Young Roots programme you will also need to submit:

11. A statement from young people

Not applicable

If applicable, please attach any additional documents as required for the programme that you are applying under. For further guidance, please refer to the application guidance. Use the box below to confirm in what format the additional documentation will be submitted.

Electronic

Please now attach any supporting documents.

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.