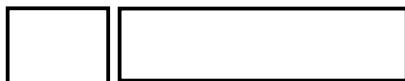


APPENDIX 2

02 July 2020

Our Ref: PP-16-00302

Charmian Baker
Project Manager for the Development Phase of the Cranford Park Project
London Borough of Hillingdon
Civic Centre
High Street
UXBRIDGE
Middlesex
UB8 1UW



Cranford Park

Congratulations, your application has now been assessed, and I am delighted to inform you that we have decided to award you a grant of up to £2,282,600.00 (two million, two hundred and eighty two thousand, six hundred pounds, 66% of the total eligible project cost of £3,474,100.00) towards the revitalisation of Cranford Park. More specifically, we will monitor your progress against the following:

Approved Purposes

- Carry out access improvements to entrances, paths and wayfinding;
- Carry out landscape improvements including restoration of the pleasure grounds, reinstatement of views, thinning of trees alongside River Crane and provision of facilities such as Forest Schools space;
- Repair the stable buildings for mixed public and business use;
- Restore the cellars for community use and private hire;
- Provide a new 40-seat café and toilets over the footprint of the former Cranford House, to include energy-saving devices such as an air-source heat pump;
- Provide two new playgrounds;
- Employ a full-time site manager and a full-time Community Engagement Officer;
- Deliver the activity plan, including engagement of under-represented target groups including local families, BAME local residents, formal education groups, informal interest groups and heritage interest visitors;
- Improve interpretation of the park through site maps, information boards, trails, education packs/material, exhibitions and a video explaining the park's heritage.

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

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

Part 3 advises you on the next steps.

Part 1 – How we will work with you

Delivering your project

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

Keeping in touch

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

We will appoint consultants to monitor your project and provide support in the following areas:

- Project management
- Inclusion and community engagement

We will let you know their name and contact details when appointed.

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

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

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

Part 2 – The legal section

Grantee name and address:

London Borough of Hillingdon
of Civic Centre
High Street
UXBRIDGE
Middlesex
UB8 1UW

Project Reference Number: PP-16-00302

Grant

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

Please be aware that if you spend less on your delivery project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to The National Lottery Heritage Fund'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 31 Dec 2025.

Duration of the terms of grant

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

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

1. This letter
2. Your application dated 28 Feb 2020
3. Documents submitted by you in support of your application including the following correspondence:
 - Dated 20.4.2020 from Charmian Baker To Sandra Hiron
 - Dated 21.5.2020 from Charmian Baker To Sandra Hiron
 - Dated 27.5.2020 from Charmian Baker To Sandra Hiron

Withdrawal of the grant

We may withdraw the grant if:

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

Part 3 – Next steps

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://closedprogrammes.hlf.org.uk/>
- ‘Standard Terms of Grant’ sent in hard copy with this letter or available online at <https://closedprogrammes.hlf.org.uk/>

Available online:

- ‘How to acknowledge your grant’ guidance and information on logos and how to promote your project <https://www.heritagefund.org.uk/funding/promote-your-project>
- Template Press Release: <https://www.heritagefund.org.uk/publications/press-release-templates>

Permission to start

We will only give you our permission to start when certain pre-conditions, defined in the *Receiving a grant* guidance, have been satisfied. For us to pay your grant requests by bank transfer (BACS), we need to see a copy of a recent bank statement (within the last three months), or a cheque or a paying-in slip for the relevant account, showing the bank’s name and address. You will need to submit this with your ‘Permission to start’ form.

Please note that your *Permission to start* form will be released to your online account within 5 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.

Sandra Hirons
 Senior Investment Manager
 Direct Line: 020 7591 6132
 Email: sandrah@hlf.org.uk

Publicity

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

Please also contact your Grants Officer as soon as possible to agree the most appropriate location and nature of The National Lottery Heritage Fund and the National Lottery Community Fund acknowledgment for your grant both during your project and after its completion. You must make sure you include our logos on any information you produce

about your delivery, for example, on public consultation or fundraising information or materials. You must also include The National Lottery Heritage Fund and The National Lottery Community Fund logos on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant.

Please refer to the enclosed *How to acknowledge your grant - Parks for People a guide for grantees in England* guidance and <https://www.hertagefund.org.uk/funding/promote-your-project>

Project evaluation

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

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

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

Sandra Hirons
Senior Investment Manager, London & South

Appendix 1 – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost £	Vat £	Total £
Repair and conservation work	Repair of Stables (£142,155), Cellars (295,470), Garden Walls (£30,000), Ha-ha (15,000); Revealing historic landscape and house footprint (£58,910); Enhancements to courtyard and subway (£89,840)	631,375	0	631,375
New building work	Café (£434,100); Bin Store (4,000); New Playground (£110,000)	548,100	0	548,100
Other capital work	Interpretation and signage (£45,000); driveway, entrance and car park improvements (£171,325); cycle paths (£226,100); utilities (£120,000); new landscaping (£78,800); alterations to Information Centre (£25,000)	666,225	0	666,225
Other costs (capital)	Preliminaries	280,000	0	280,000
Equipment and materials (capital)	Office furniture and equipment for the on-site staff	5,000	0	5,000
Professional fees relating to any of the above (capital)	Design Team (£265,000) and Project Manager 18hrs/wk for 24 months (£49,400)	314,400	0	314,400
Total Costs		2,445,100	0	2,445,100

Activity costs

Cost Heading	Description	Cost £	Vat £	Total £
New staff costs	Site Manager, f/t 3.5yrs (139,600); Community Engagement Officer f/t, 3.5yrs (£139,600); 2 year Apprentice Level 2 (£28,700)	307,900	0	307,900
Training for staff	Staff trained through Council budgets	0	0	0
Paid training placements	Apprenticeship training	18,000	0	18,000
Training for volunteers	Archaeology; Orchard Management; Fruit Wall; SPAB brick repairs; Thames 21 Project; Social Media, Guiding Walks and Customer Service	52,500	0	52,500
Travel for staff	Council budgets	0	0	0
Travel and expenses	For Specific Groups only, eg Dementia	2,000	0	2,000

Cost Heading	Description	Cost	Vat	Total
		£	£	£
for volunteers				
Other costs (activity)	Films; Festivals and Events	17,800	0	17,800
Equipment and materials (activity)	Family Trails; Orchard trees; Interpretation dress up and horse tack; Tools	21,600	0	21,600
Professional fees relating to any of the above (activity)	Archaeologist;Community Artist;Photographer;Story Teller	97,200	0	97,200
Total Costs		517,000	0	517,000

Other costs

Cost Heading	Description	Cost	Vat	Total
		£	£	£
Recruitment	Council budgets	0	0	0
Publicity and promotion	Printing of Posters and Leaflets; Advertisement	2,000	0	2,000
Evaluation	Evaluation Consultant	20,000	0	20,000
Contingency	210000 for Capital Works; 7000 for Activity Plan	217,000	0	217,000
Inflation	8% for Capital Works only	188,000	0	188,000
Increased management and maintenance costs (maximum five years)	Tree and Scrub Management;Mowing and Hay Cutting;Event Stewarding; Cleaning; Cattle Grazing	60,000	0	60,000
Volunteer time	Involvement in setting up, running and attending Events, Activities	25,000	0	25,000
Total Costs		512,000	0	512,000

b) Delivery Phase income

Delivery income

Income Heading	Description	Secure d	Total (£)
Local authority	Capital Programme;Chrysalis Grant;Playground;Apprenticeship;Watersplash Lane Development Bonus	Yes	489,000
Other public sector	Transport for London - Cycling	Yes	115,900
Private donation - Trusts/Charities/Foundation s	Heritage of London Trust - Repair of Stables	Yes	10,000
Commercial/business	S106 Contributions - 288873 secured, 202727 tbc	No	491,600
Increased management and maintenance Costs (maximum five years)	As described elsewhere	Yes	60,000

Income Heading	Description	Secure d	Total (£)
Volunteer time	As described elsewhere	Yes	25,000
Grant			2,282,600
Total Income			3,474,100