

Cymru
Tŷ James William
9 Plas yr Amgueddfa
Caerdydd CF10 3BD

Wales
James William House
9 Museum Place
Cardiff CF10 3BD

Ffôn/Tel
029 2034 3413
Ffacs/Fax
029 2034 3427

Ffôn Testun/Textphone
020 7591 6255
Gwefan/Website
www.hlf.org.uk



03 July 2018

Our Ref: PP-15-05843

Sophie Fish
Principal Museums Officer
Flintshire Museums Service
Mold Town Council
Old Town Hall
Earl Road
MOLD
CH7 1AB

Revealing Mold's Bailey Hill

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 £963,700.00 Nine Hundred and Sixty Three Thousand, Seven Hundred Pounds (74% of the total eligible project cost of £1,301,970.00) towards the regeneration of Bailey Hill Park. More specifically, we will monitor your progress against the following:

Approved Purposes

- Re-model the entrance area to improve access to the Park and Cenotaph.
 - Redevelop the Custodian's Cottage into a multi-purpose community space. A two-storey extension will be added to the rear of the cottage, a small one-storey to the side with accessible WC. The upstairs will be re-designed as a two-bed flat. Small office/ volunteer room within the extension to provide a flexible space.
 - Create an events space within the Inner Bailey.
 - Improve access of the park's paths and pathways. Access paths will be widened and strengthened to enable vehicular access to the Inner Bailey; the Outer Bailey will benefit from a newly re-graded ramp. Uneven pathways throughout the park will receive additional top dressing. The informal pathway around the Gorsedd Stone Circles will be formalised. The existing steps to the motte will be refurbished and new handrails added for safety. Buckley brick edging will be used to unify the edging found on site.
- Damaged park furniture replaced with new seating, waste bins and bin storage area. Improve planting at key sites within the park to enhance biodiversity and frame its historic features. Ornamental planting. Research to identify suitable hedging, tree and plant species.
- Recruit a F/T Project Officer (PO) to support volunteers, deliver the activity programme and identify income opportunities for the Park.

- 3 year Activity programme featuring training, education, projects and events. These include: re-enactments, Cadet orienteering, Bailey Hill festival, Community archaeology and re-imagining Bailey Hill film/ performance project.
- New bilingual interpretation of the site's heritage guided by six themes: Stones/ material, Castle building, Under attack, Pleasure/ leisure, Green space/ wildlife and People. Methods include: panels, digital applications, film, activities and events.
- Recruit and train 60 new volunteers. Roles include: visitor experience, wildlife, gardening, education and marketing. To be recruited locally and with support from appropriate agencies such as Flintshire Communities First to engage economically inactive people.
- Project evaluation.
- High visibility acknowledgement of the Heritage Lottery Fund on site, online and in all activities.
- Develop and deliver a plan for how you will use your project to thank National Lottery players for their support.

The percentage above is known as your 'grant percentage.' As your approved project costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the project. We describe this as the 'payment percentage' and for your project this will be 81%. More information on this can be found within the enclosed *Receiving a grant* guidance.

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

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:

Flintshire Museum's Service
Flintshire County Council
Library Headquarters
County Hall
MOLD
Clwyd
CH7 6NW

Project Reference Number: PP-15-05843

Grant

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

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

Standard terms of grant

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

Additional grant conditions

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

Grant expiry date

You must complete the approved purposes by 31 Dec 2021.

Duration of the terms of grant

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

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

1. This letter
2. Your application dated 28 Feb 2018
3. All 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 the delivery phase before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on the delivery phase within 6 months of the date of this letter.

Part 3 – Next steps

The following documents accompany this letter:

- Receiving a grant setting out our monitoring requirements
- Standard Terms of Grant

Also available online:

- *How to acknowledge your grant* guidance <http://www.hlf.org.uk/running-your-project/logos-acknowledgment/acknowledge-your-grant-wales>
- Photography of HLF-funded projects: A guide for grantees – accessible via www.hlf.org.uk/photography
- '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>

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 3 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.

Michelle O'Neill-Kiddie
Grants Officer
Direct Line: 02920 234156
Email: Michelle.Oneill-Kiddie@hlf.org.uk

Publicity

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

Please also contact your Grants Officer as soon as possible to agree the most appropriate location and nature of HLF 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 HLF logos on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant.

Please refer to the *How to acknowledge your grant guidance* which explains how to do this. You can access this document online via http://www.hlf.org.uk/GRANTHOLDERS/ACKNOWLEDGEMENT/Pages/Acknowledgement_1anding.aspx

Join our Online Community

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

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 Michelle O'Neill-Kiddie if you have any queries arising from this letter.

Richard Bellamy
Pennaeth, Cronfa Dreftadaeth y Loteri Cymru
Head of the Heritage Lottery Fund, Wales
Enc

Appendix 1 – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost £	Vat £	Total £
Repair and conservation work	Prelims, Highway area, Inner & Outer Bailey, Motte access, General landscaping	263,690	0	263,690
New building work	Custodians Cottage (internal & external), Entrance area, Inner Bailey Terrace and events area	455,450	0	455,450
Other capital work	Outdoor panels, indoor graphics, hands on exhibits.	33,000	0	33,000
Other costs (capital)	Asbestos survey, Ecology, Building reg fees, topography	25,500	0	25,500
Professional fees relating to any of the above (capital)	Landscape Architect, Architect, QS, Engineers, Utilities, Interpretation, CDM, M&M	106,500	0	106,500
Total Costs		884,140	0	884,140

Activity costs

Cost Heading	Description	Cost £	Vat £	Total £
New staff costs	Project Officer (3 years)	102,000	0	102,000
Training for volunteers	Conservation, site and building maintenance, Horticulture, Interpretation, Touring, Evaluation.	9,700	0	9,700
Travel and expenses for volunteers	Travel and subsistence	4,500	0	4,500
Other costs (activity)	Community art, film & poetry projects, re-enactment, oral history, digital trail and archaeology	58,000	0	58,000
Equipment and materials (activity)	PPE & Education materials	9,000	0	9,000
Total Costs		183,200	0	183,200

Other costs

Cost Heading	Description	Cost £	Vat £	Total £
Recruitment	Project Officer	1,000	0	1,000
Publicity and promotion	Leaflets and posters, new website (to host digital and showcase site)	7,000	0	7,000
Evaluation	Data collection and analysis	2,000	0	2,000
Contingency	6%	73,025	0	73,025
Inflation	1%	14,605	0	14,605
Increased management and maintenance costs (maximum five years)	£5k over five years	25,000	0	25,000
Volunteer time	All volunteer roles, steering group and volunteer placements total days 1,325 days (at various vol rates)	112,000	0	112,000
Total Costs		234,630	0	234,630

b) Delivery Phase income**Delivery income**

Income Heading	Description	Secured	Total (£)
Other public sector	Partnership Funding	Yes	15,080
Central government	TAIS Tourism Grant - Welsh Government	Yes	123,740
European Union	Leader Funding via Cadwyn Clwyd	Yes	50,641
Own reserves	Partnership underwriting gap	No	6,809
Other fundraising	Mold Mayoral Charity	Yes	5,000
Increased management and maintenance Costs (maximum five years)	£5k for five years	Yes	25,000
Volunteer time	All volunteer roles, steering group and volunteer placements total days 1,325 days (at various vol rates)	Yes	112,000
HLF Grant			963,700
Total Income			1,301,970