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10 January 2019

Our Ref: PP-15-00011

Victoria Thompson
HLF Project Officer
Scarborough Borough Council
Town Hall
St Nicholas Street
Scarborough
North Yorkshire
YO11 2HG

Dear Victoria

Saving South Cliff Gardens

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 £4,665,700 (66% of the total eligible project cost of £7,031,889) towards your project. More specifically, we will monitor your progress against the following:

Approved Purposes

- Restore 14 shelter buildings and a clock-tower; repair/replace/add railings, fencing, litter bins and benches; restore/reopen funicular tunnel; and restore Italian steps.
- Tree pruning/removal/planting; perennial, ground-flora, shrub and under-storey planting; habitat management/enhancement; and Japanese Knotweed management.
- Repair/resurface footpaths; create accessible through-route; cover and seed obsolete paths; and repair steps/paving.
- Repair retaining-walls; undertake minor earthworks; improve drainage; and repair/replace/extend lighting and electrical connections.
- Build new operations centre (incorporating public toilets); install fitness distance-markers and cycle parking/signage; and create a 'family-hub' near the Clock Café, with new play-area and toilets/changing facilities.
- Deliver SSP reinstatement: plant specimen trees, ornamental shrubs, herbaceous plants, wildflowers and bulbs; repair/reinstatement/replace shelters, rock-work, lighting and fencing; and create a new lost shelter feature.
- Reinterpret through way-marking, signage, interpretation panels, brass-rubbing trail, oral history audio posts; orienteering/geocaching, leaflets and web-material.
- Engage priority underrepresented groups as identified through the extensive Development work.
- Deliver extensive volunteering, training and activity programmes, in partnership with Friends of South Cliff Gardens and numerous other organisations.
- Continue to explore/develop proposals for putting green shelter/toilets and report progress to HLF.

- Prior to practical completion, submit an up-to-date Management and Maintenance Plan to HLF's satisfaction.
- Before the project completes and the final HLF payment is made, submit an up-to-date Business Plan to HLF's satisfaction.

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 67%. More information on this can be found within the *Receiving a grant* guidance that we will email to you.

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 emailed *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 a consultant to monitor your project and provide support. We will let you know their name and contact details when appointed.

Please read the *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: Scarborough Borough Council of Town Hall, St Nicholas Street, Scarborough, YO11 2HG

Project Reference Number: PP-15-00011

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: **see Appendix 2**.

Grant expiry date

You must complete the approved purposes by 31 August 2022.

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 03 September 2018
3. Documents submitted by you in support of your application

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 will be emailed to you:

- Receiving a grant
- How to acknowledge your grant
- Photography of HLF-funded projects: A guide for grantees
- How to announce your grant to the media
- Template photo call notice
- Template press release – second round pass

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.

Alison Costigan
Grants Officer
Direct Line: 0113 388 8042
Fax: 0113 3888 031
Email: AlisonC@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 we will email you a template press release which you may find helpful to issue to media once your publicity plans have been agreed.

Please also contact your Grants Officer as soon as possible to agree the most appropriate location and nature of HLF and the Big Lottery 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 HLF and the Big Lottery 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 emailed *How to acknowledge your grant - Parks for People a guide for grantees in England* guidance which explains how to do this.

Join our Online Community

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

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 Grants Officer Alison Costigan if you have any queries arising from this letter.

Yours sincerely and congratulations,


David Renwick
Head of HLFY&H

Appendix 1 – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost £	Vat £	Total £
Repair and conservation work	Repairs to paths/circulation/steps, access improvements, soft works, arboricultural works, street furniture, boundaries, restoration of buildings/structures, retaining walls, lighting, drainage	3,336,937	0	3,336,937
New building work	New Operational Centre, conversion of shelter 18, entrance & wayfinding features, play area, fitness & cycle improvements, paths	839,572	0	839,572
Other capital work	Preliminaries	442,000	0	442,000
Professional fees relating to any of the above (capital)	Design Team tender plus allowance for other fees and charges (additional professional fees, building control, further surveys/investigation works etc)	360,000	0	360,000
Total Costs		4,978,509	0	4,978,509

Activity costs

Cost Heading	Description	Cost £	Vat £	Total £
New staff costs	Project Officer – 2yrs, Community Engagement Officer – 4.5yrs	251,265	0	251,265
Training for staff	H&S, First Aid, equality, managing volunteers, forest schools, monitoring and evaluation, green flag, , machinery, chainsaw and cross cutting	14,989	0	14,989

Cost Heading	Description	Cost	Vat	Total
		£	£	£
Paid training placements	Training Placements linked to the Skills Village and apprenticeships	35,000	0	35,000
Training for volunteers	Friends development, social media, history, oral history, first aid, wildlife, tree and fungi identification, ecology/bat surveys, horticulture, leading guided walks	29,985	0	29,985
Travel for staff	Travel to other HLF projects, research centres etc	1,000	0	1,000
Travel and expenses for volunteers	Cost to support networking with other projects, travel to training centres etc.	10,200	0	10,200
Other costs (activity)	costs for large and small scale events and activities	108,400	0	108,400
Equipment and materials (activity)	Tools, PPE, play equipment, kids gardening club equipment, portable generator and sound system, orienteering equipment, oral history audio equipment etc.	55,000	0	55,000
Professional fees relating to any of the above (activity)	Fees for external support for events and activities	30,020	0	30,020
Total Costs		535,859	0	535,859

Other costs

Cost Heading	Description	Cost	Vat	Total
		£	£	£
Recruitment	Recruitment of new staff	500	0	500
Publicity and promotion	Website, leaflets, posters etc.	7,000	0	7,000
Evaluation	Comprehensive evaluation and monitoring programme	20,000	0	20,000
Contingency	10% on Capital works exc fees	461,851	0	461,851
Inflation	8% on Capital Works exc fees to Sept 20 (mid-point of capital works contract)	369,481	0	369,481
Increased management	Ongoing employment of	547,460	0	547,460

Cost Heading	Description	Cost £	Vat £	Total £
and maintenance costs (maximum five years)	Community Engagement Officer. Appointment of new Gardener and Apprentice. Enhanced Head Gardener post. Enhanced landscape maintenance (equipment, materials etc) and park cleansing (play area and toilets). Operating costs for new Operations Centre. Sink fund for landscape works and interpretation.			
Non cash contributions	Room hire	950	0	950
Volunteer time	Friends of SCG and Volunteers as Activity Plan	110,279	0	110,279
Total Costs		1,517,521	0	1,517,521

b) Delivery Phase income

Delivery income

Income Heading	Description	Secured	Total (£)
Local authority	Match from SSP reinstatement £194,472 Section 106 £132,792 SBC cash £1,255,236	Yes	1,582,500
Other fundraising	£63,517 raised by the local community to-date. The difference is underwritten by SBC.	Yes	125,000
Increased management and maintenance Costs (maximum five years)	Increased management and maintenance costs met by SBC	Yes	547,460
Non cash contributions	Room hire	No	950
Volunteer time	Friends of SCG and Volunteers as Activity Plan	No	110,279
HLF Grant			4,665,700
Total Income			7,031,889

Appendix 2: Additional grant conditions

1. 'Scarborough Borough Council ('the Grantee') is currently undertaking the Spa Stabilisation Project ('SSP') including slope re-grading, piling, soil nailing etc. and this will include reinstatement work within the HLF project. The Grantee agrees:
 - a. Until the SSP reinstatement work is at practical completion, the Grantee must submit to HLF a revised version of the project programme, SSP reinstatement decision tracker and risk register at the end of each calendar month.
 - b. Prior to implementation of the reinstatement work the Grantee must submit to HLF for approval the RIBA 4 designs and specifications, an up-to-date project programme and the proposed SSP contract variations with the main contractor Balfour Beatty (known as the 'compensation events').
 - c. The compensation events must stipulate that any sub-contractor appointed by Balfour Beatty to deliver the reinstatement work must be pre-qualified to ensure sufficient relevant heritage skills and experience.
 - d. The Grantee agrees they will be fully responsible from their own cash resources (and totally separate from the HLF project budget) for any project disruption, prolongation and delay costs and any project cost uplifts resulting from the compensation events.