

Received 26/9/12

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20 September 2012

Our Ref: TH-10-04567

David Thomas
THI Project Officer
Bromsgrove District Council
Planning and Environment
Council House
Burcot Lane
Bromsgrove
B60 1AA

Dear David Thomas,

Bromsgrove Town Centre Townscape Heritage Initiative

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 £1,200,000 (One Million Two Hundred Thousand Pounds) (75% of the total eligible project cost of £1,600,000) towards the THI scheme to contribute to the re-establishment of Bromsgrove's market town through the repair and restoration of historic buildings and shop fronts, and improving a targeted area of public realm. More specifically, we will monitor your progress against the following:

Approved Purposes

- Building repairs
- Restoring architectural features
- Bringing vacant historic floor space back into use
- Public realm works (up to 25% of the common fund)
- Complementary initiatives (training, evaluation, community consultation)
- Staff costs and overheads

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 signed the declaration on the application form.

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 in 5 working days to arrange a start-up discussion, when we will agree a timetable for progress reporting and grant payment requests.

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 an external monitor to carry out project management monitoring of your delivery phase on our behalf. We will let you know their name and responsibilities when they are appointed. S/he will become your main point of contact with HLF during your delivery phase.

Please read the attached 'Managing your 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;
- provide a completion and evaluation report when you have finished the delivery phase;
- procure goods, works and services in accordance with EU procurement regulations.

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: Bromsgrove District Council of The Council House Burcot Lane Bromsgrove Worcestershire B60 1AA

Project Reference Number: TH-10-04567

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 'Managing your 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 Oct 2017

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last 10 years from the date of this letter or when all the Third Party Contracts end, whichever is the later.

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

1. This letter
2. Your application dated 16 April 2012
3. All documents and correspondence submitted by you in support of your application during assessment.

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 12 months of the date of this letter.

Part 3 – Next steps

The following documents accompany this letter:

- 'Managing your grant' setting out our monitoring requirements
- EU Procurement Regulations guidance
- 'How to acknowledge your grant' guidance
- Introduction: Announcing your grant to media
- Picture this – tips on taking photos
- Template photo call notice

Permission to start

We will only give you our permission to start when certain pre-conditions, defined in the 'Managing your grant' guidance, have been satisfied. These include evidence concerning partnership funding, and the existence of a robust project management organisation and plan. 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.

Deena Balderson will look forward to receiving your Permission to start form within 20 working days from the date of this letter or as soon as possible thereafter. However, if you have any difficulties in meeting this deadline, please let her know.

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 grant 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 grant officer as soon as possible to agree the most appropriate location and nature of HLF acknowledgment for your grant both during your project and after its completion. You must make sure you include our logo on any information you produce about your delivery, for example, on public consultation or fundraising information or materials. You must also include our logo on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant. Please refer to the enclosed 'How to acknowledge your grant' guidance which explains how to do this.

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

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

Yours sincerely


Reyahn King
Head of Heritage Lottery Fund West Midlands

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Appendix 1

a) Split of the eligible costs and the common fund between the categories of work

Category	Total estimated costs	Proposed Common Fund	Proposed grant rate	Proposed split of common fund across categories	Funding you would like from us
Building repairs	417,000	250,000	60	16	250,000
Restoring architectural features	530,000	450,000	85	28	450,000
Bringing vacant historic floor space back into use	410,000	225,000	55	14	225,000
Public realm works (up to 25% of the common fund)	400,000	400,000	100	25	0
Complementary initiatives (training, evaluation, community consultation)	50,000	50,000	100	3	50,000
Staff costs and overheads	225,000	225,000	100	14	225,000
Total	2,032,000	1,600,000	79	100	1,200,000

b) Second Round - Funding

Income Heading	Description	Secured	Total (£)
Cash	Worcestershire County Council	Yes	400,000
HLF Grant			1,200,000
Total Income			1,600,000

Appendix 2

SCHEDULE

Local-authority Grantee

Evidence of local-authority decision-making process

- a Within 28 days of the date of the Grant Notification Letter, you must send us a certified copy (signed to confirm it is a true copy) of the document recording your decision (or the decision of the relevant properly constituted committee, executive or authorised officer) authorising you to accept the terms of grant, together with a statement containing the information set out in paragraph b below.
- b The statement must include the following information.
 - The power (statutory or otherwise) you have and which you have used to accept the terms of grant.
 - An extract of that part of your policy framework under which you have accepted the terms of grant.
 - The executive arrangements under which your decision to accept the terms of grant was made.
 - The considerations that you took into account in using the powers and the procedure under which any consultation took place and the decision was made.
 - The authority under which the Declaration forming part of the Application has been signed on your behalf.
- c Without affecting clause 38, you must (if we think it is necessary) confirm your decision in whatever way we direct. Within seven days of confirming, you must send us evidence of this.
- d We may withdraw the Grant (after considering the matters referred to in paragraphs 1a and 1b) if we are not satisfied that the terms of grant are valid and binding on you.
- e Within 21 days of sending us the document and information needed under paragraph 1a (or evidence of the confirmation of the decision in line with paragraph 1c), we may ask that you get the written opinion of a barrister, in a form satisfactory to us, asking for his or her opinion on whether:

- the powers you are relying on in accepting the terms of grant do allow you to enter into these arrangements;
- you have followed correctly all procedural requirements in using those powers and have acted in a reasonable and proper way; and
- you have taken account of only, and all, relevant considerations in using those powers.

You must send us the barrister's opinion and make sure that it is addressed to us as well as to you. You must also make sure that the barrister confirms we may rely on his or her opinion for our own purposes.

f You acknowledge that neither any documents or information that you send us, nor the fact that we may then have paid you part of the Grant, will affect our right to rely on the promise in paragraph g below.

g You promise that:

- you have the authority to accept the terms of grant;
- in using that authority you have acted in good faith, in a reasonable and proper way, for a proper purpose, without breaking any procedural requirement and in considering only (and all) relevant considerations; and
- your decision to accept the terms of grant is one that any reasonable local authority (applying the laws that are relevant to it) could have reached.

h Within one month of the end of each of the 10 years after you finish the work, you must send us detailed accounts, certified by your chief finance officer, showing the funding and resources you used on the Property in the year before.