

East of England
CB1 Business Centre
20 Station Road
Cambridge CB1 2JD

Telephone
020 7591 6000
Textphone
020 7591 6255

Website
www.hlf.org.uk



12 April 2018

Our Ref: HG-14-08167

[REDACTED]

[REDACTED]

Suffolk County Council
Endeavour House
Russell Road
IPSWICH
Suffolk
IP1 2BX

[REDACTED]

"The Hold": A Suffolk Archives Service for the 21st Century

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 £10,363,700 ten million three hundred and sixty-three thousand and seven hundred pounds (53% of the total eligible project cost of £19,736,843) towards a four year project, a partnership between Suffolk Record Office (SRO) and University of Suffolk (UoS), funding a new building on Ipswich waterfront that will support a re-shaped service and enable activities with a much wider range of new target audiences across the county.

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 54%. More information on this can be found within the enclosed *Receiving a grant* guidance.

We will monitor your progress against the following:

Approved Purposes

- Recruit and employ Project Coordinator, 2 Community and Learning Officers, Marketing/Communications Officer, Volunteer Engagement Coordinator, Exhibition and Interpretation Officer, Freelance Conservator, Freelance Artist, Evaluation Consultant, 2 Heritage Trainees, 6 interns (2 per annum x 3 mths), 16 work placements.
- Construct an efficient, environmentally sustainable 3,596m² building on part of the UoS campus enhancing Ipswich Waterfront to meet PD5454:2012 (and its imminent replacement EN16893) and BS4971:2017 standards to safeguard Suffolk's archive collections with state-of-the-art accommodation, bringing more heritage together on one site. Showcase Suffolk's heritage and provide interpretation and an enhanced online offer to a broader audience.

- Deliver activities as outlined in the Activity Plan incorporating innovative ways of working, empowering communities to undertake their own heritage activities across the county (86% of the programme is countywide) engaging both existing users and new target audiences: low income adults aged 65+, families with children aged 5-12, diverse communities, people with dementia, university students, young people aged 18-24, Waterfront and Ipswich visitors. Create new learning opportunities and an improved Suffolk Archives' schools offer.
- Create a resilient, commercially focused and outward facing Suffolk Archives Service, forging a sustainable, learning partnership with the University of Suffolk and make a positive impact on the employability of UoS students. Introduce new digital processes The SRO service will be a digital organisation, incorporating requirements in terms of supporting infrastructure, costs and on-going care and maintenance. Accelerate digitisation of the archive, particularly maps, and undertake a targeted sorting, repairing and cataloguing programme alongside the move and relocation. Diversify the volunteer base and increase the range of volunteer contributions to SRO's service.

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.

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, as set out above, 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 support project delivery. We will let you know their name and responsibilities when they are appointed.

Please read the attached 'Receiving a grant' guidance. This requires you to:

- obtain our permission to start the project;
- submit progress reports at a frequency agreed between us when we discuss monitoring requirements;

- 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.

Part 2 – The legal section

Grant

The attached Appendix 1 sets out the approved costs 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.

This offer is subject to your organisation entering into a contract with the Trustees of the National Heritage Memorial Fund (NHMF). I enclose two copies of the bespoke contract. Please could you arrange for both copies to be signed by your authorised signatory. Please return both copies to us within 20 working days of the date of this letter. They should not be dated. I will then arrange for them to be signed on behalf of NHMF. Once completed, we will return one original copy to you for your retention.

The contract will include our standard terms of grant. You must also comply with our monitoring requirements and any additional grant conditions relating specifically to your project.

The additional grant conditions set out at the Appendix to the bespoke contract includes a requirement on you to apply to the Land Registry to register a restriction over the Property within 28 days of the date of Permission to Start. Accordingly, please send us through your solicitor's contact details as soon as possible to ensure this condition is met within the timeframe provided.

If the name at the top of this letter is not the formal name of your organisation please let me know straight away.

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

1. This letter
2. Your application dated 07 Dec 2017
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 terms of the contract.
- You do not start the delivery phase within 6 months of the date of this letter.
- The contract is not signed within 3 months of your receipt of it.

Part 3 – Next steps

You should read the following related documents:

- 'Receiving a grant' setting out our monitoring requirements – sent via email or available online at <https://www.hlf.org.uk/looking-funding/our-grant-programmes/heritage-grants>
- Standard Terms of Grant' - sent via email or available online at <https://www.hlf.org.uk/looking-funding/our-grant-programmes/heritage-grants>

Available online:

- 'How to acknowledge your grant' guidance <https://www.hlf.org.uk/running-your-project/acknowledging-your-grant/where-use-logo>
- '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 the contract has been signed by all parties and dated and 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.

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. I 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 me 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

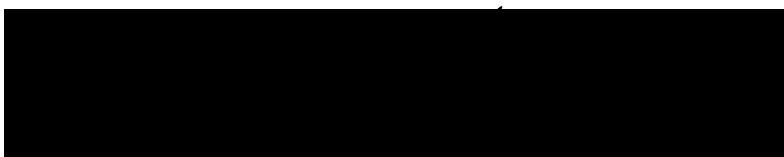
your delivery, for example, on public consultation or fundraising information or materials. You must also include our logo on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant. Please refer to the enclosed 'How to acknowledge your grant' guidance which explains how to do this.

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.

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

Please contact me if you have any queries arising from this letter.



Robyn Llewellyn
Head of Heritage Lottery Fund
East of England
Direct Line: [REDACTED]
Email: RobynL@hlf.org.uk

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Contract x 2
Appendix 1

Appendix I – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost £	Vat £	Total £
New building work	Demolition, construction main contract £13m for The Hold, service connections	13,458,000	0	13,458,000
Other capital work	Landscaping £47k, signage & crossings £55k, link/access road £75k, artwork £25k, exhibition fit-out £423k, IT fit-out £455k, building fit-out £300k	1,380,692	0	1,380,692
Other costs (capital)	Fees (planning conditions discharge, building control) and surveys	20,320	0	20,320
Equipment and materials (capital)	Equipment for collections decant including secondary packaging	100,000	0	100,000
Professional fees relating to any of the above (capital)	Design Team £442k, QS £43k, Exhibition & Interpretation £55k, Artist (ACE) £40k	581,219	0	581,219
Total Costs		15,540,231	0	15,540,231

Activity costs

Cost Heading	Description	Cost £	Vat £	Total £
New staff costs	Project co-ordinator, Community and Learning Officers x2, Strategic and Commercial Manager, Volunteer Engagement Co-ordinator, Exhibition and interpretation Officer, Marcomms Officer	770,069	0	770,069
Training for staff	Staff and volunteers train together	23,700	0	23,700
Paid training placements	2 heritage career trainees £43k, 6 summer interns £32k, and 2 post-16 opportunities £3k	80,302	0	80,302

Cost Heading	Description	Cost £	Vat £	Total £
Travel for staff	Travel allowance for new posts above	15,000	0	15,000
Travel and expenses for volunteers	Travel and expense allowance for volunteers	13,250	0	13,250
Equipment and materials (activity)	Interpretation £137k, informal events/activities £112k, formal learning £17k, digital £74k, heritage £80k	420,620	0	420,620
Professional fees relating to any of the above (activity)	Evaluation Consultant	40,000	0	40,000
Total Costs		1,362,941	0	1,362,941

Other costs

Cost Heading	Description	Cost £	Vat £	Total £
Recruitment	Advertising new posts	4,000	0	4,000
Publicity and promotion	Promotion of The Hold and countywide activities and events	40,000	0	40,000
Evaluation	Evaluation materials for dissemination	7,100	0	7,100
Contingency	6% capital, 2% activities	962,100	0	962,100
Inflation	6% capital, 1% activities	947,257	0	947,257
Increased management and maintenance costs (maximum five years)	Increased staff and premises costs 5 yrs	295,369	0	295,369
Volunteer time	Volunteer support for Activity Plan and Collections	487,585	0	487,585
Other costs	Removal costs (collections to The Hold)	90,260	0	90,260
Total Costs		2,833,671	0	2,833,671

b) Delivery Phase income

Delivery income

Income Heading	Description	Secured	Total (£)
Local authority	SCC Capital Reserves and funds raised in Development Phase	Yes	4,827,189
Other public sector	NALEP	Yes	2,000,000
Central government	ACE	Yes	35,000
European Union	Creative Europe	No	100,000
Private donation -	Includes crowdfunding, grassroots campaigns	No	65,000

Income Heading	Description	Secured	Total (£)
Individual	and major donors		
Private donation - Trusts/Charities/Foundations	Wolfson Foundation, Foyle Foundation, Garfield Weston Foundation	No	565,000
Private donation - corporate	SAF campaign for corporate sponsorship	No	48,000
Other fundraising	University of Suffolk contribution	Yes	950,000
Increased management and maintenance Costs (maximum five years)	Increased staff and premises costs 5 yrs	Yes	295,369
Volunteer time	Volunteer support for Activity Plan and Collections	No	487,585
HLF Grant			10,363,700
Total Income			19,736,843