



Permission to Start

Project Details

Project title

The King and Miller to Kingfisher, Sutton-In-Ashfield

Project number

HG-16-00909

Please read the Receiving a Grant guidance before you fill in this form.

Do not start any work on your project until you have our permission to do so.

In this form we ask you to provide copies of documents and to set out the details of how your project will progress. When you have completed this form online please print, sign and date the declaration at the end and send a hard copy to your case officer.

Once we have approved all of these documents we will return it to you. You can then start work.

The documents we have used to define your project are your application and the terms and conditions that you accepted when applying and our grant notification letter with its enclosures.

Approved Purposes

The Approved Purposes in the table below should match those listed within your Grant Notification Letter.

Approved purposes

Carry out all work necessary to develop the Round 2 application, including the further survey work identified, in order to provide all the documents requested on pages 35 of the Heritage Grants Application Guidance and any additional information requested by your GO with your Round 2 submission.

Include a table showing changes in costs against the original budget for delivery in your Grant Notification Letter, and changes in planned works and activities against the Round 1 proposals; and provide a brief explanation.

Hold a focus throughout on the development of links between heritage and healthy lifestyle activities.

Submit signed partnership agreements, an updated timetable, cashflow and project management structure with your Permission to Start.

Agree job descriptions and briefs for the development phase with HLF.

Obtain BIG Lottery approval, in the form requested by HLF's solicitor, to the proposed works to the visitor centre.

Develop project partnerships, with a particular focus on engagement with community groups.

Develop a detailed activities and training plan.

Develop design specifications for capital works to RIBA Work Stage 3 including interpretation.

Develop job descriptions and briefs for the delivery phase.

Produce a Management and Maintenance Plan.

Create an Income and spending forecast for 5 years following completion of your project.

Develop a Conservation Plan or statement.

Document the development phase, especially consultation and community involvement.

Create a baseline and methodology for evaluation during delivery.

Agreed Costs

We are attaching a cost breakdown and cashflow with an indication of when we will be seeking HLF grant payment.

×

The table below sets out the costs we will monitor against. Please make sure they tally with your cost breakdown and cashflow. Please amend costs where you know they have changed.

Summary of allowances:

Total VAT allocation: £0

Total contingency allocation: £15,000

Cost Heading	Agreed Costs (£)	Revised costs (£)	Agreed VAT (£)	Revised VAT (£)	Proposed Costs (£)	Proposed use of Contingency	Reason for Change
Professional Fees	101,700				101,700		
Professional Fees	1,500				1,500		
New staff costs	44,300				44,300		
Contingency	15,000				15,000		
Non-cash contributions	8,400				8,400		
Volunteer time	1,800				1,800		
Other costs (development-phase)	2,000				2,000		
Total	174,700				174,700		

Remaining Contingency £15,000
 VAT excess/Savings £0
 Payment percentage 74%

Partnership Funding Cash Contributions

Description of Funding	Amount expected (£)	We are attaching written proof of partnership funding we have already secured
Local authority	43,200	No
Total		

In-kind contributions

Description of Funding	Amount expected (£)	We are attaching written proof of partnership funding we have already secured
Non cash contributions	8,400	No
Volunteer time	1,800	No
Total		

If applicable, we are attaching a fund-raising plan for the (remaining) funding we need to raise.

A timetable or programme

We are attaching a proposed timetable or work programme with milestones that include the dates for submitting payment requests and progress reports.

X

Project management and procurement

We are attaching details of our project management structure and methods for choosing consultants, contracts and suppliers.

X

Proof of ownership

We are attaching appropriate proof of who owns any property that forms a part of our project and any restrictions or other claims on it.

Please tick this box if this is not applicable to your project.

Statutory permissions and licenses

Please list the statutory permissions and licences you need to complete the project. You only need to fill in either the Anticipated date" or "Date received" column as applicable within the table below, and not both.

Statutory Licence or Permission Type	Anticipated date this will be received	Date received (if applicable)
Planning - Deslitting / Parking / Signage	30/11/2017	
Listed Building Consent / Ancient Monument Consent / Historic England Consent (Viaduct)	30/11/2017	
Land drainage consent (flood defence consent)	30/07/2017	
Reservoir Engineer Approval	30/03/2017	

Please tick this box if this is not applicable to your project.

Bank details & VAT

VAT Registration Number (If you are not registered or exempt, please say so in this box):
118168568

Please tick this box to confirm that you have attached a copy of your bank statement or cheque or paying-in slip.

X

Please provide the following information:

Account name
Ashfield District Council

Account number
03619389

Sort Code
20-55-62

Building society roll number

Please provide the names and signatures of at least two people (and a maximum of three) who can sign documents for your organisation.

Name Dave Greenwood

Signature

Name

Carol Cooper-Smith

Signature

Name

Signature

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Declaration

HLF is committed to being as open as possible. This includes being clear about how HLF will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you completed the Declaration at the end of the application form, you confirmed that you understood HLF's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and had no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asked to see them. If there was any information in these sections of the form that you did not want made publicly available, you had an opportunity to explain your reasons.

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and in monitoring documentation you submit. We will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you completed the Declaration you also agreed that we would use your application form and the other information you gave us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- **To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate your grant.**
- **To hold in a database and use for statistical purposes.**
- **To publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.**
- **To support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.**

HLF may use your photographs in publicity material. If your photographs include people, you must gain their permission (or that of parents or guardians for children under 16) before you submit them to us. You agree to ensure that you have the written consent of the copyright owner of the images you send to us so that HLF may use any of them to represent the project.

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information I have supplied is true and correct and that anything I supply in future will be true and correct.

I confirm that I agree with the above statements.

X

Name Paul Crawford
Organisation Ashfield District Council
Position Investment and Projects Officer
Date 10/11/2016

Are you applying on behalf of a partnership?

Yes

Please add the details of additional contacts below:

Derek Highton	Nottinghamshire County Council	Service Director Children and People Services	20/10/2016
Bev Smith	Mansfield District Council	Chief Executive	20/10/2016

Please submit this form online, then print off, sign and date a hard copy of it and return it to your case officer. If you applied on behalf of a partnership make sure that all partners have signed the form.

Please now attach any supporting documents required as set out within the Receiving a Grant guidance.

Please print and sign this document

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.

Please sign below

Signed: **DEREK HIGTON**

BEV SMITH.

Date: **14/12/2016**
NOTTINGHAMSHIRE COUNTY
COUNCIL.

MANSFIELD DISTRICT
COUNCIL.

(Section below for HLF use only)

We have reviewed your request and give our permission for you to start the project

Signed for NHMF:

Date: