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29 September 2015

Our Ref: HG-11-05561

Russell Poulton  
Regeneration Manager Birmingham City Council  
Birmingham City Council  
PO Box 28  
Birmingham  
B1 1TU

*Dear Russell Poulton*

#### **Jewellery Quarter Cemeteries, Birmingham**

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 £1,387,300.00 (One Million and Three Hundred and Eighty Seven Thousand and Three Hundred Pounds), 65% of the total eligible project cost of £2,135,000.00 towards the restoration and refurbishment of Key Hill and Warstone Lane Cemeteries. Alongside the capital works an activities programme and new interpretation will be installed. More specifically, we will monitor your progress against the following:

#### **Approved Purposes**

- Recruit a Project Manager to oversee the capital works
- Recruit an Activities Manager for three days a week to oversee the delivery of the activity plan, strengthen volunteering and community engagement
- Carry out the following capital works at Warstone Lane Cemetery
  - Reinstate ornate Gothic style cast-iron railings, sandstone piers and pedestrian gate along the high profile and short (c.68 meters) Vyse Street boundary
  - Reinstate similar historic pattern railings and gates in mild steel along the three other boundaries
  - Reinstate original features, remove self-set vegetation and repair the stonework on the Catacombs
  - Install a safety balustrade along the catacomb terraces
  - Create a new Garden of Memory and Reflection in the form of a paved seating area reinterpreting the footprint of the former chapel
  - Improve the setting of the cemetery lodge through railing removal and resurfacing
  - Resurface the pathways
  - Tree management and planting

- Installation of benches and interpretation panels
- Carry out the following capital works at Key Hill Cemetery
  - Installation of soakaway to improve drainage
  - Resurface the pathways
  - Replace the handrail along the top of the catacombs
  - Renovation of catacomb stonework
  - Installation of three new benches and interpretation panels
  - Tree management and shrub clearance
- Deliver an activity plan to engage wider audiences and build the capacity of the Friends of Group
- Offer five work placements with contractor for construction students
- Deliver a schools programme linked to the natural heritage
- Devise a programme of historical and thematic guided tours, self-touring walks, talks, pop up exhibitions for touring, educational loan boxes about the people buried in the cemeteries

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 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 have appointed David Lambert to carry out project management monitoring of your delivery phase on our behalf. He will become your main point of contact with HLF during your delivery phase.

We have appointed Sita Brand as a mentor to provide advice and guidance with regard to the activity plan and wider interpretation of the two sites on our behalf.

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/officetforms/HLF\\_Projects.ofml](https://forms.hlf.org.uk/officetforms/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:** Birmingham City Council of The Council House Victoria Square Birmingham B1 1BB

**Project Reference Number:** HG-11-05561

### **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 30 April 2019

### **Duration of the terms of grant**

The standard terms of grant and the additional grant conditions (if any) will last for 25 years from the date of this letter.

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

1. This letter
2. Your application dated 12 June 2015
3. 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 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
- '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.

Gabby Kaur Balgurd 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 Gabby Kaur Balgand if you have any queries arising from this letter.

*Yours sincerely*

*Anne Jenkins*

Anne Jenkins  
Deputy Director of Operation

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