



Heritage Fund

Permission to Start Form Development phase

Project title: Hertford Castle Grounds Transformation

Project reference number: NL-22-00027

Grant expiry date: 13/06/2025

Organisation: East Hertfordshire District Council

1. Approved Purposes

1. Secure Scheduled Monument Consent, Flood risk activities permit (FRAP), and any other relevant consents for works to trees and structures.
2. Recruit Project Manager who will be responsible for overseeing the project, ensuring it is delivered on time and to budget.
3. Recruit Community Engagement Officer to liaise with stakeholders; run youth nature and geophysical events; and develop Activity and Interpretation Plans.
4. Update condition survey of the historic structures in the grounds.
5. Develop all documents for Round 2 submission including: the SAM conservation plan, garden plan, travel plan, activity plan and interpretation plan.
6. High visibility acknowledgement of the National Lottery Heritage Fund on site, online and in all activities as well as using your project to acknowledge and thank National Lottery Players.
7. Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.
8. Undertake a feasibility study to determine the most appropriate style of fish pass for the Hertford Castle weir.
9. Develop more detailed designs for the cantilever walkway, bridge, play area and Ashely Webb Shelter.
10. Deliver youth nature events through the summer/autumn alongside BioBlitz and other events for schools or wider public.
11. Undertake Geophysical surveying and associated public event.
12. Undertake consultation with stakeholders (Environment Agency, Middle Lea Catchment Partnership, Wildlife Trust etc) and the wider public to inform delivery phase proposals.

2. Agreed Costs

Your project costs

Cost heading	Agreed costs (£)	Agreed VAT (£)	Agreed total costs (£)
New staff	66,600.00	0.00	66,600.00
Professional fees	213,650.00	0.00	213,650.00
Opening-up works / Surveys	15,250.00	0.00	15,250.00
Capacity Building Activity	4,400.00	0.00	4,400.00
Recruitment	3,000.00	0.00	3,000.00
Other costs (development phase)	1,000.00	0.00	1,000.00
Full Cost Recovery	10,000.00	0.00	10,000.00
Contingency	62,780.00	0.00	62,780.00
Total (£)	376,680.00	0.00	376,680.00

Total VAT allocation: £0.00

Total contingency allocation: £62,780.00

Payment percentage: 90.8744823 %

3. Cost breakdown and cashflow with an indication of when you will be seeking grant payments

Document emailed to Investment Manager

Cash and non-cash contributions

4. Cash contributions

Cash contributions summary

Description of funding	Amount expected (£)
reserve funds and existing staff budget	34,374.00

5. Evidence of secured cash contributions

I have emailed evidence of secured cash contributions to my Investment Manager

6. Evidence of fundraising plan

This is not applicable to my project

7. Non-cash contributions

Non-cash contributions summary

Description of funding	Amount expected (£)
HERC staff time	2,500.00
stakeholder meetings, training attendance, events	4,160.00

Timetable or programme

8. Proposed timetable or work programme with milestones including dates for getting grant payments and giving project updates

Document emailed to Investment Manager

Project management and procurement

9. Project management structure, including methods for choosing consultants, contracts and suppliers

Document emailed to Investment Manager

Evidence of ownership

10. Evidence of who owns any property that forms part of the project and information on restrictions or other claims on it

I have emailed evidence of ownership to my Investment Manager

Statutory permission

No new statutory permissions or licenses

Declaration

By completing this Declaration, you are confirming that your organisation accepts these terms and any Additional Conditions that are set out in Appendix 2 of your Grant Notification Letter or grant contract. All joint grantees must confirm that they accept the standard terms of grant by adding a contact name and signing at the end of the declaration. Project partners are not required to sign the declaration unless they are also joint grantees.

We are committed to being as open as possible. This includes being clear about how we will use your application form and other documents you give us. As a public organisation we have to follow all data protection laws and regulations, to include the UK General Data Protection Regulations and the Data Protection Act 2018 (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller.

When you completed the Declaration at the end of the application form, you confirmed that you understood our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and had no objection to us releasing the 'The Heritage', 'Your Project' and 'Project Outcomes' sections 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 that you provided to us plus information included in monitoring documentation you submit. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our 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 Data Protection legislation, for the following purposes:

- To decide whether to give you a grant,
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate your grant,
- To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes,
- 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.

We 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 we 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.
- the activity in the application falls within the purposes and legal powers of the organisation.
- the organisation has the power to accept and pay back the grant.
- 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.
- 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 agree with the above statements.

Signatories

Person completing the form signature

Full name: Sarah Roberts

Position:

Organisation: East Hertfordshire District Council

Signature:

Date:

Authorised signatories sign

Names and signatures of 2 people who are authorised to sign documents for your organisation

Signatory One for your organisation

Full name: Nick Phipps

Signature:

Date:

Signatory Two for your organisation

Full name: Ian Sharratt

Signature:

Date:

Project Partner

Project partner organisation's name:

.....

Name of person signing on behalf of project partner:

Nick Kirby

Position of person signing on behalf of project partner:

.....

Signature:

Date:

National Heritage Memorial Fund sign

This section is for National Lottery Heritage Fund use only

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

Signed for NHMF:

Date: