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27 January 2016

Our Ref: HG-13-12170

Dr Jane Mee
Museums and Visitor Services Manager
Portsmouth City Council (Museums & Records Service)
City Museum & Art Gallery
1 Museum Road
Portsmouth
Hampshire PO1 2LJ

Dear Jane

D-Day 75: Transforming the D-Day Museum

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 £4,044,500.00 – four million, forty four thousand and five hundred pounds - (83% of the total eligible project cost of £4,881,850.00) towards a project to transform the D-Day Museum, its programmes of engagement and its collaborative working with other organisations. More specifically, we will monitor your progress against the following:

Approved Purposes

- Recruit a Public Programmes Officer (0.8 FTE) for five years to manage audience development activity and the volunteering programme throughout the project and a Collections Research Assistant (0.8 FTE for 18 months) to coordinate conservation and interpretation work during the capital development phase. Enable three, six month paid internships for young people to gain museum work experience.
- Carry out a programme of refurbishment and reconfiguration of the existing museum building as detailed in the submitted Building Design Report, including two small extensions within the existing footprint and refurbishment of the façade. This will create a series of new galleries, circulation space, retail areas and dedicated learning / events space.
- Overhaul the mechanical and electrical systems to bring them into line with current standards and to ensure they adequately support future requirements.
- Carry out identified collections management and conservation work as set out in the submitted Conservation Plan.
- Install new interpretation throughout the museum in line with the submitted Exhibition Design plans, creating a sequence of galleries interpreting the story of D-Day through the themes of Introduction, Planning & Preparation, Ready to Go, D-Day Landings, Battle for Normandy, Legacy and the Overlord Embroidery.

- Create a new volunteering programme. carry out staff and volunteer training and continue to develop the three Advisory Panels for young people, schools and disabled people, as outlined in the submitted Activity Plan.
- Deliver programmes of formal and informal learning opportunities, access improvements and marketing initiatives in order to increase visitor numbers and attract a broader audience, as outlined in the submitted Activity Plan.
- Continue to develop links with relevant national and international organisations and researchers in order to build the museum's role as a hub for D-Day commemoration and research, as outlined in the submitted Activity Plan.

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 completed the Declaration section of your online application.

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 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.

Please read the enclosed *Receiving a 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 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

Grantee name and address: Portsmouth City Council whose registered office is at
City Museum & Art Gallery
1 Museum Road
Portsmouth
Hampshire
PO1 2LJ

Project Reference Number: HG-13-12170

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 *Receiving a 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, Local Authority Grantee condition.

Grant expiry date

You must complete the approved purposes by 28 Feb 2021.

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last 20 years from the Project Completion Date.

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

1. This letter
2. Your application dated 7 October 2015
3. Documents submitted by you in support of your application
4. The following correspondence with additional information:
 - Email dated 02.11.15 from Jane Mee to Sue Washington
 - Email dated 04.11.15 from Jo Watson to Tim Caulton

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 6 months of the date of this letter.

Part 3 – Next steps

The following documents will be sent separately by email:

- *Receiving a grant* setting out our monitoring requirements
- *How to acknowledge your grant* guidance
- Photography of HLF-funded projects: A guide for grantees – accessible via www.hlf.org.uk/photography
- How to announce your grant to the media
- Template photo call notice
- Template press release – second round pass

Permission to start

We will only give you our permission to start 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. You will need to submit this with your 'Permission to start' form.

Please note that your *Permission to start* form will be released to your online account within 15 working days of this letter. Please contact your Grants Officer using the contact details below if you need to access the form any earlier than this.

Sue Washington
Grants Officer
Direct Line: 020 7591 6205
Email: SueW@hlf.org.uk

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.

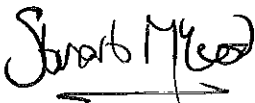
Please also contact your grant officer as soon as possible to agree the most appropriate location and nature of HLF acknowledgment for your grant both during your project and after its completion. You must make sure you include our logo on any information you produce about your delivery, for example, 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.

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 your case grant officer Sue Washington if you have any queries arising from this letter.

Yours sincerely,


Stuart McLeod
Head of Heritage Lottery Fund, South East England

Appendix 1 – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
Purchase price of items or property	Acquisition of assets and objects required for exhibition	15,000	0	0	0	15,000
Repair and conservation work	Removal, storage, return and conservation of objects from the collection including large vehicles and Overlord Embroidery, landscaping works	149,188	0	0	0	149,188
New building work	Strip-out, structural and non-structural demolition; Reconfiguration of Museum interior and two new infill areas; Access improvements; New M&E systems	1,433,395	0	0	0	1,433,395
Other capital work	Exhibition; prelims	1,594,882	0	0	0	1,594,882
Other costs (capital)	Reproduction and copyright; explosive certificates; translation fees	31,000	0	0	0	31,000
Equipment and materials (capital)	Furniture, Fixtures and Fittings	92,200	0	0	0	92,200
Professional fees relating to any of the above (capital)	Professional Team; Fees for further survey work; statutory fees	346,977	0	0	0	346,977
Total Costs		3,662,642	0	0	0	3,662,642

Activity costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
New staff costs	Public Programmes Officer (£28,800 p/a x 5yrs) and Collections Research Assistant (£24,000 p/a x 18 months)	180,000	0	0	0	180,000
Training for staff	Training for D-Day Museum staff including access for all, content management, conservation	3,950	0	0	0	3,950
Training for volunteers	Customer care, delivering learning activities, interpreting collections, access for all	5,150	0	0	0	5,150
Travel for staff	Travel associated with project delivery including raising the national and international profile of the Museum	6,350	0	0	0	6,350
Travel and expenses for volunteers	Volunteer expenses associated with involvement in delivery of the project	4,000	0	0	0	4,000
Other costs (activity)	Costs for delivering the full range of engagement and learning activities set out in the Activity Plan	172,050	0	0	0	172,050
Equipment and materials (activity)	Equipment and materials for delivering the activities set out in the Activity Plan	56,500	0	0	0	56,500
Professional fees relating to any of the above (activity)	Website and digital offer development and delivery	69,000	0	0	0	69,000
Total Costs		497,000	0	0	0	497,000

Other costs

Cost Heading	Description	Cost	Vat	Contingency		Total
		£	£	£	%	£
Recruitment	Recruitment to project posts	1,500	0	0	0	1,500
Publicity and promotion	Branding strategy; marketing and promotional activity; museum re-launch	45,000	0	0	0	45,000
Evaluation	Project evaluation including input from external evaluator	5,000	0	0	0	5,000
Contingency	Contingency allowance at 9.5% of capital costs including exhibition costs	300,500	0	0	0	300,500
Inflation	Inflation at 5.8% to mid point build	211,458	0	0	0	211,458
Increased management and maintenance costs (maximum five years)	£30,000 per annum over 5 years in line with MMP	150,000	0	0	0	150,000
Volunteer time	Volunteer contributions towards conservation, decant, delivering activities	8,750	0	0	0	8,750
Total Costs		722,208	0	0	0	722,208

b) Delivery Phase income

Delivery income

Income Heading	Description	Secured	Total (£)
Local authority	Cash match funding from PCC	Yes	378,493
Private donation - Individual	Donations from individuals towards the project	Yes	20,131
Private donation - Trusts/Charities/Foundations	Dulverton Trust & Fisher Foundation	Yes	60,000
Private donation - corporate	From the Victorious Museum Festival	Yes	50,132
Other fundraising	Fundraising target for trusts, foundations, corporates and individuals - to be underwritten by PCC	No	169,844
Increased management and maintenance Costs (maximum five years)	£30,000 per annum over 5 years towards increased costs of management and maintaining the Museum	Yes	150,000
Volunteer time	Volunteer time contributions towards project delivery	Yes	8,750
HLF Grant			4,044,500
Total Income			4,881,850

Appendix 2 – Additional Grant Condition

1 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 31, 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.

