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03 December 2021

Our Ref: OL-19-00341

Adrian Rozier
Service Manager - Parks and Open Spaces
Portsmouth City Council
Victoria Park
Anglesea Road
PORTSMOUTH
PO1 3HJ

Dear Adrian Rozier

Reviving Victoria Park - the people's park in Portsmouth

Congratulations, your *Application* has now been assessed, and I am pleased to confirm that we will offer you a *Delivery Grant* of up to £2,273,000.00 (Two Million Two Hundred and Seventy Three Thousand Pounds) (77% of the total approved *Project* work cost of £2,958,470.00) towards the *Delivery Phase* of the above *Project* which is set out in the *Approved Purposes* in part 1 of this letter.

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 84%. More information on this can be found within the *Receiving a Grant* guidance.

Part 1 of this letter deals with the legal aspects of the *Delivery Grant* that we are offering.

Part 2 of this letter sets out how we will work with you during the *Delivery Phase* of your *Project*.

Part 1 – The Legal Section

Project Reference Number: OL-19-00341

Grant Amount Awarded: £2,273,000.00

Grant Contract – made up of:

- *Grant Notification Letter;*
- *Standard Terms of Grant;*
- *Any Additional Grant Conditions;* and
- *Signed Permission to Start Form.*



Grantee name and address:

Portsmouth City Council of
Guildhall Square
PORTSMOUTH
PO1 2AY

Approved Purposes

You will need to deliver your *Project* in line with the proposals set out in your *Application*. We will monitor your progress against the following *Approved Purposes* which we agreed to support:

- Construct a community and volunteer hub building with an outdoor covered space, install a green roof, solar panels and air-source heat pump
- Create a new children's play area, meeting the needs of both disabled and non-disabled children. Construct an outdoor event space with appropriate access and services
- Renovate the aviary, restore the Grade-II listed Centenary Fountain and naval monuments. Repair park infrastructure, including paths and benches
- Reinstate the central tree-lined avenue and graduated planting scheme in the northeast section. Introduce natural flood management measures along the southern route, improve ecological habitats for wildlife along the northern and southern boundaries and introduce wildflower areas
- Install welcome panels at main entrances and interpretation panels across the site, along with rubbing panels, animal sculptures and display area for community artworks.
- Deliver the activity plan as submitted at application, including offering 120 volunteering opportunities, three work experience placements for people with learning difficulties and an apprenticeship
- Produce an evaluation report for the project and install permanent acknowledgement of the grant at the site.

Delivery Grant: Approved Project Costs

The attached Appendix 1 sets out the *Approved Project Costs* to which the National Lottery Heritage Fund has agreed to contribute, along with any partnership funding.

If you spend less on your *Project* than the *Approved Project Costs*, we will reduce the final *Grant* payment. The amount will be in proportion to our *Grant* contribution.

Standard Terms of Grant

We will pay you the *Grant* subject to you complying with:

- the *Standard Terms of Grant* set out in Appendix 2;
- the *Additional Grant Conditions* set out below; and
- the conditions and requirements set out in the document entitled *Receiving a Grant*.

Additional Grant Conditions

In addition to our *Standard Terms of Grant* you must observe the following *Additional Grant Conditions* in respect of the *Delivery Phase* of your *Project*: see **Schedule** below

Grant Expiry Date

You must complete the *Approved Purposes* of your *Delivery Phase* and submit your *Completion Report and Final Payment Request* form and *Evaluation Report* by 31 Mar 2026.

Term of the Grant Contract

The *Grant Contract* will last from *Permission to Start* and run for a term of 20 years after *Project Completion Date*.

The following documents define the *Project* for which the *Grant* is offered:

1. This letter;
2. Your *Application* dated 25 Aug 2021; and
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* of your *Project* before we have given you our permission to do so;
- You do not start work on your *Project* within six months of the date of this letter

Part 2 – How we will work with you

The National Lottery Heritage Fund is currently updating our grants management system. The new portal will be easier to use and will offer a better service for all our grantees and applicants. As part of this work we will be moving all our live projects from the current system onto the new one. This includes yours. There is nothing that you need to do in advance of this and you can continue to submit *Permission to Start*, *Payment Requests* and *Progress Updates* through the current portal. When your project is ready to be moved to the new system, we will contact you and let you know.

Delivering your Project

You will need to develop your *Project* in line with the proposals set out in your *Application*. We will contact you shortly to arrange a start-up discussion for your *Delivery Phase*, where we will agree a timetable for progress reporting and grant payment requests. More information on this can be found within the *Receiving a Grant* guidance.



You should now carefully read the following related documents:

- *Receiving a Grant*
- *Appendix 2: Standard Terms of Grant*

You are required to:

1. obtain our *Permission to Start* the Project;
2. submit *Progress Reports* at intervals agreed at *Permission to Start*;
3. request your *Grant*;
4. provide a *Completion Report and Final Payment Request* form and an *Evaluation Report* when you have finished your *Project*; and
5. procure goods, works and services in accordance with the *Receiving a Grant* guidance.

Obtaining Permission to Start your Project

We will only give you our *Permission to Start* when certain pre-conditions, defined in the *Receiving a Grant* guidance, have been satisfied. The forms that you will need for requesting *Permission to Start*, requesting your *Grant*, reporting on your progress and providing your *Completion Report and Final Payment Request* form should be accessed and submitted via your online account, in the same way that you submitted your *Application*. You will need to submit your *Permission to Start* form within **six** months of the date of this letter.

For us to pay your *Grant* by bank transfer (BACS), we need to see a copy of a recent bank statement (within the last three months), or a cheque or paying-in slip for the relevant account, showing the bank's name and address.

Please note that your *Permission to Start* Form will be released to your online account within 5 working days of this letter. Please contact your Investment Officer, Sophie Button, if you need to access the form any earlier than this.

Sophie Button
Senior Investment Manager
Direct Line: 07790 375440
Email: Sophie.Button@heritagefund.org.uk

We wish you every success with your *Project*. Please contact your Investment Officer Sophie Button if you have any queries arising from this letter.

Yours sincerely

Sophie Button
Senior Investment- London and South