



Heritage Lottery Fund

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5 June 2007

Our Ref: LP-03-51375/2

Dr Andy Bridge
Park Manager
Lagan Valley Regional Park
Belvoir Park Forest
BELFAST
BT8 4QT

Dear Andy

The Lagan Valley Regional Park Landscape Partnership Scheme Stage 2 application has now been assessed, and I am pleased to inform you that we have decided to award a grant of up to £1,617,000 [One million, six hundred and seventeen thousand pounds] which represents 71% of the total eligible project cost of £2,279,529, towards the development of the Landscape Partnership Scheme in Lagan Valley Regional Park. The project seeks to implement and manage a scheme which involves the development of interpretation, species surveys and conservation, habitat management and enhancement, volunteer and community participation, urban improvements, including the built heritage and training.

Please be aware that if the grantee spends less on the project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to HLF's grant contribution.

The attached appendix sets out the main elements of the project to which HLF has agreed to contribute along with the anticipated partnership funding

This award is subject to the LVRP Limited organisation entering into a contract with the Trustees of the National Heritage Memorial Fund. In this respect, please also refer to my email to Brendan O' Connor dated 5 June where I asked for the following details to be provided:

- Please confirm the name of the company is Lagan Valley Regional Park Limited and confirm it is to be sole grantee
- Its registered Company number is NI063910 - please provide details of its registered address
- Provide names and addresses of the Directors of the company
- A copy of the signed Memorandum and Articles of Association
- Company Bank details - Bank name and address and sort code; Bank Account name, and account number

The contract will include special as well as standard conditions relating to this project and NHMF's monitoring requirements. The conditions will include:-

1. Finalised Partnership Agreement to be submitted to HLF for approval with (or before) the signed HLF contract.
2. Finalised Project Management Arrangements shall be forwarded to HLF for approval with (or before) the signed HLF contract, to reflect the LPS requirements for the management of the scheme and the staff employed by the scheme.
3. A Detailed Year 1 Programme of work to be submitted to HLF for approval within one month of the date of the contract.
4. The 5 year maintenance plan shall be updated to reflect maintenance arrangements for a 10 year period. This will be submitted for HLF approval within one month of the date of the contract.
5. By the end of the first year of the Scheme, the Built Heritage Audit undertaken during the Development Phase shall be used by LVRP to assist in the preparation of recommendations to the appropriate individuals and organisations for their care, maintenance and management.
6. Within one month of signing the contract, HLF to be advised of appropriate fundraising proposals to raise the identified shortfall in total project costs of approximately £90,000.

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

- A. This letter
- B. The Stage 2 application dated 16 November 2006
 - Documents submitted by LVRP in support of the application including
 - Z
 - The following correspondence:
 - Letter and enclosures dated 5 April 2007 from Brendan O Connor, LVRP to Angela Lavin, HLF
 - Email dated 10 May 2007 from Brendan O Connor, LVRP to Angela Lavin, HLF re updated project costs
 - 2 Emails and attachments dated 11 May 2007 from Brendan O Connor, LVRP to Angela Lavin, HLF

We aim to send out the following documents within seven weeks of the date of the grant award:

- A contract for LVRP Limited to sign and return
- Monitoring Documents setting out our monitoring requirements with a set of standard forms to be completed during the course of your contract (we may need to change the Monitoring Documents from time to time during the life of the contract)
- EC Procurement Regulations guidance
- How to Acknowledge Your Grant guidance
- Hitting the Headlines
- Photo-call Template
- Press Release Template
- Taking Pictures Template

← WHERE ARE THESE? →

Please note that LVRP must not commence work until you have received our authority to do so. This will be given when certain pre-conditions, defined in the Monitoring Documents, have been satisfied. These include contract signature, evidence concerning partnership funding, and the existence of a robust project management organisation and plan.

It is our intention to appoint an external Project Monitor to carry out project monitoring of the LPS project on our behalf. The Project Monitor, whose name will be provided to LVRP when appointed, will become the grantee's principal interface with HLF.

It is important to publicise the award to local media so that lottery players know where how their money is used. However the award must be kept confidential until we have discussed and agreed your publicity plans. We will publish the fact that a grant has been awarded, on our website, within 10 days of the grant being awarded. We can assist with queries about publicity and the media and I have enclosed a template press release which LVRP limited may find helpful to issue to media once the publicity plans have been agreed.

It will be important to contact us as soon as possible to agree the most appropriate location and nature of HLF acknowledgment for the LPS project both during and after its completion. Please refer to the enclosed *How to Acknowledge Your Grant* guidance which explains how to do this.

I would be grateful if LVRP limited would liaise with me throughout the project to ensure that a representative from HLF is offered the option to participate as a principal guest at any celebration of a project milestone, at which the representative will speak on behalf of the lottery players who made the project possible.

I wish your organisation every success with this project. Please contact me if you have any queries arising from this letter.

Yours sincerely
Angela Lavin

Angela Lavin
Senior Grants Officer
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AGREED
BUDGET
LRS

Appendix

Lagan Valley Regional Park LP-03-51375/2

Budget

Programme	£	£
	Stage 1	Stage 2
Prog 1 - Interpretation Development <i>6300</i>	95,000	114,990
Prog 2 - Species Survey & Conservation <i>6301</i>	76,300	59,067
Prog 3 - Habitat Management & enhancement <i>6302</i>	333,300	254,000
Prog 4 - Built Heritage Restoration <i>6303</i>	400,000	398,800
Prog 5 - Urban Improvements <i>6305</i>	420,000	416,693
Prog 6 - Volunteer & Community Participation <i>6304</i>	249,000	212,915
Project Support Costs	310,000	611,323
Total Programme & Support Costs	1,883,600	2,067,788
Inflation	75,344	82,711
Contingency	195,894	129,030
Total Project Costs	2,154,838	2,279,529

5% OF ABOVE

PARTNERSHIP FUNDING

Source	Total
- Castlereagh Borough Council	30000
- CAAN (Countryside & Access Activities Network)	3000
- Forest of Belfast	4000
- LVRP	72204
- Lisburn City Council	171000
- Belfast City Council	50000
- DCAL	55000
- RSPB	3000
- EHS	97886
- Rivers Agency	10,000
- Drumbeg Residents Association	1000
- Grass Roots Conservation	500
- Voluntary Services Lisburn	72000
- Roads Service	1000
Sub Total (Cash and in-kind)	570590
Unsecured P'ship Funding	91614
HLF Grant (70.95%)	1,617,325 *
Total Project Costs	2279529

* Final HLF Award rounded down to the nearest '000