



## Notes on completion

### Summary

**Name of your organisation**

City of York Council

**Project title**

**In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.**

York Guildhall and Riverside - Telling York's Story from its very heart

**Reference number**

HG-15-00467

**Project summary**

**In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.**

York has a unique opportunity to present its story: to narrate the history of the city, its guilds and commercial heritage, city governance and democratic life, on a site which has been pivotal since pre-Roman times.

This project will create a new heritage destination, a fully interpreted route through the site including; the Guildhall, highlighting the guilds' role in the city's success, medieval riverside rooms and their stories, the site's archaeology, access to the hugely significant but currently hidden Common Hall Lane, and to the seat of city governance, the Victorian council chamber.

The council's move from the Guildhall necessitates repurposing the site. This provides a once-in-a-generation opportunity to ensure that its heritage is open to the public and remains central to its future.

The project will also facilitate adjacent and complementary commercial uses to secure future sustainable income streams and link with the successful Mansion House 'Opening Doors' project.

**Have you received any advice from us before making your application?**

Yes

**Please tell us who you received advice from.**

Fiona Spiers and Louise Clare

**Is this your first application to the Heritage Lottery Fund?**

No

**Please tell us the reference number and project title of your most recent application.**

York Guildhall and Riverside - Digital Media Arts Centre - HE-13-22396

## Section one: Your organisation

### 1a Address of your organisation:

**Address line 1** Mansion House  
**Address line 2** St Helens Square  
**Address line 3**  
**Town / city** York  
**County**  
**Postcode** YO1 9QL

### 1b Is the address of your project the same as the address in 1a?

No

Enter the address of your project. Please use the post code look up button to find your address so that the Local Authority and Constituency information is generated in the boxes below.

**Address line 1** City of York Council  
**Address line 2** The Guildhall  
**Address line 3**  
**Town / city** YORK  
**County**  
**Postcode** YO1 9QN

### Local Authority within which the project will take place

York

### Constituency within which the project will take place

York Central

### 1c Details of main contact person

#### Name

David Warburton

#### Position

project manager

### Is the address of the main contact person the same as the address in 1a?

No

**Enter the address of the main contact person:**

**Address line 1** West Offices  
**Address line 2** Station Rise  
**Address line 3**  
**Town / city** York  
**County** N Yorks  
**Postcode** YO1 6GA

**Daytime phone number, including area code**  
01904551312

**Alternative phone number**

**Email address**  
david.warburton@york.gov.uk

**1d Describe your organisation's main purpose and regular activities**

City of York Council - Local Authority

**1e The legal status of your organisation**

**Please select one of the following:**

Local authority

**If your organisation is any of the following, please provide the details shown:**

**Company - give registration number**

**Registered Charity in England, Scotland or Wales - give registration number**

**Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number**

**1f Will your project be delivered by a partnership?**

No

**1g Are you VAT registered?**

Yes

**Please provide your VAT number**

GB 647 3650 22

## **Section two: The heritage**

**In this section tell us about the heritage your project focuses on and why it is valued.**

### **2a What is the heritage your project focuses upon?**

The project is focused on York's outstanding Guildhall complex.

The summary statement of significance and the list descriptions are attached as supporting documents.

York's Guildhall sits on the north Bank of the River Ouse within the walled City and the Central Historic Core Conservation Area. The main hall dates to 1445 and was almost certainly constructed on the site of an earlier Guildhall. Evidence of this was discovered during the York 800 archaeology project undertaken in 2012 By YAT in Common Hall Lane – which runs beneath the Guildhall.

The complex is directly associated with the governance of the city through history. Linked to the adjacent Lord Mayor's residence, the Mansion House, the Guildhall and Council Chambers front the River Ouse. The Medieval Guildhall itself and associated meeting rooms are listed at Grade I, although much of the fabric is post war reconstruction, because the Guildhall was devastated in the infamous Baedeker raid of April 1942. The adjoining Victorian 'Municipal Buildings', including the Council Chamber, date to 1891 and are listed at grade II. This element of the complex is in Victorian Gothic style with the Council Chamber still boasting its original fixtures, fittings and scheme of decoration. The later, linked north annex forms a fourth element in the river elevation, with an early C20th arts and crafts influenced tower. A more functional C20th industrial red brick wing extends northwards behind. This element is of low significance.

The whole forms a cohesive and coherent riverside elevation which is very prominent in views from Lendal Bridge – see supporting images - and is of the highest significance. The level of community association with the Guildhall is also high with buildings seen as the seat of city governance. There is a detailed Statement of Significance and accompanying views analysis produced for the council by Purcell in January 2012.

The riverside site is also highly significant – there is strong evidence suggesting that this was the site of the roman bridge carrying the via principalis into the roman fortress established AD71 – the site has seen continuous human occupation for at least 2000 years with a Guildhall on the site since the C12th and an Augustinian Friary directly adjacent. The area is within the Area of Archaeological Importance, one of only five in the country, and because of the ground conditions high levels of preservation are experienced – the buried archaeology is of international significance. There are good records of previous adjacent archaeology – offering the potential for further interpretation of the wider area to significantly improve our understanding.

The civic archive is outstanding, recording 800 years of the City's history and charting many events and the people associated with them. It is the story of a city which prospered through the proper regulation of the trades by the Guilds – governance of the city by the freemen and aldermen, a sheriff dispensing justice in his court, Lord Mayors and civic leaders, and latterly modern democratic governance by the council. Many of the events recorded took place in the Guildhall – and so there is no better place to interpret them and bring them to life for visitors, in telling the story of the city.

**2b Is your heritage considered to be at risk? If so, please tell us in what way.**

The Guildhall complex can be considered to be at risk because, since April 2013 when City of York council moved out to its new headquarters at West Offices, the complex is predominantly either vacant or significantly underused.

The Guildhall itself, the council chamber and the former committee rooms are still available for bookings, but a wider range of activity is limited by the poor heating and toilet facilities available.

Recent condition surveys revealed a need for urgent works of £1m with a further £1m of desirable improvements including access improvements, and future services improvements/upgrades. The lead roof to the Guildhall itself is in need of replacement.

The archaeology is not directly at risk but there is a once-in-a-generation opportunity to excavate the buried resource. The work undertaken to-date to evaluate the site has confirmed the significance of the site and the potential for very exciting discoveries at greater depths.

The risk of not acting now is not just to leave hidden the archaeological gems that are waiting to be unearthed, but to miss the opportunity to further this generation's understanding and appreciation of our shared history. The risk is that we miss the chance to present the city's inter-connected story on a site and in a historic building where the story has physical manifestation. This proposal would serve to 'reveal' York's story, which is at risk of being hidden for another generation if more commercial use of the complex is required to safeguard the fabric.

**2c Does your project involve work to physical heritage like buildings, collections, landscapes or habitats?**

Yes

**Tell us the name of the building(s), collections, landscape or habitat area**

The Guildhall York

**Do you, or a partner organisation, own the building, land or heritage items outright?**

Yes

**Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?**

no

**For landscape projects, please provide an Ordnance Survey grid reference for your landscape**

**2d Does your project involve the acquisition of a building, land or heritage items?**

No

**Please tick any of the following that apply to your heritage:**

**Accredited Museum, Gallery  
or Archive**

**Designated or Significant  
(Scotland) Collection**

**DCMS funded Museum,  
Library, Gallery or Archive**

**World Heritage Site**

**Grade I or Grade A listed  
building**

**How many buildings of this type are included in your project?**

Guildhall Main Hall and associated surviving medieval riverside rooms listed at Gd I. See supporting documents re statement of heritage significance and list descriptions

**Grade II\* or Grade B listed  
building**

**Grade II, Grade C or Grade  
C(S) listed building**

**How many buildings of this type are included in your project?**

Victorian council offices including council chamber and connected annex listed at grade II - see supporting documents for list description

**Local list**

**Scheduled Ancient  
Monument**

**Registered historic ship**

**Conservation Area**



**Registered Battlefield**

**Area of Outstanding Natural  
Beauty (AONB) or National  
Scenic Area (NSA)**

**National Park**

**National Nature Reserve**

**Ramsar site**

**Regionally Important  
Geological and  
Geomorphological Site  
(RIGS)**

**Special Area of Conservation  
(SAC) or e-SAC**

**Special Protection Areas  
(SPA)**

**Registered Park or Garden**

## Section three: Your project

**In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.**

### 3a Describe what your project will do.

The project will, together with other funding sources for non-heritage commercial aspects of the proposed development, safeguard the future of the Guildhall and riverside complex, creating a new heritage experience which uniquely shows the context of the city from pre-Roman to modern times and presents, for the first time, a coherent narrative about the governance and commerce of the city through the ages. It will tell the story of the Guildhall and the people who have contributed to the civic life and commercial vibrancy of the city.

It will reveal the rich archaeology of the site which has been under continuous human occupation for over 2000 years.

It will highlight the significance of the Roman river crossing and the importance since mediaeval times, of Common Hall Lane – neither hitherto highlighted in the city's narrative.

It will tell, in artefacts and oral testimony, the history of modern democracy within the city and the very direct impacts of the Third Reich's challenge to democracy during WW II.

It will give a physical manifestation to the rich archive material and wealth of artefacts.

The project will open to the people of York and to its 7m annual visitors, a space and a story to which they have previously only had limited access. It is a space which, without funding support to highlight and promote its heritage significance, faces the very real risk of disappearing behind closed doors in a solely commercial building.

The HLF funding will:

- Arrest the deterioration in the fabric of the buildings
- Create a new tourist attraction linked to the Mansion House to bring value to the city and ensure visitors have access to a new view – physically and historically – of York
- Provide public access to the Guildhall, Medieval riverside rooms, Common Hall Lane and the council chamber
- Create a new access-route – a historically rich circular snickelway giving access to the hidden but historically important Common Hall Lane
- Create access to new garden/open areas, Common Hall Yard - critically linking the Mansion House and Guildhall
- Create digital and live interpretations of the buildings, spaces and their riverside context
- Resource the training and development of heritage interpretation staff and volunteers, linking with the resources of the city's two universities and with the digital media arts community which will be accommodated in parts of the building
- Provide a context for explaining the importance of the guilds in the city's success
- Link with the capture of the oral history presenting the surviving living experiences of World War II during which much of the Guildhall itself was destroyed
- Present and interpret the links between famous individuals and the space – Charles I, Richard III, Margaret Clitheroe, Henry VIII and others – and its court role in delivering local justice
- Provide access and interpretation for local schoolchildren and students to understand and experience the nature and role of local democracy, within the Victorian debating chamber
- Display artefacts relating to all periods of history relevant to the site using records from the Archives project
- Develop and present the archaeology of the site around Friary Garden, the roman river crossing and an important staging post in the construction of the Minster
- Provide a location and a focus for future academic heritage study via links with other educational/heritage organisations.
- Adapt and extend the spaces for more sustainable modern use, both as a visitor attraction, as an events space and in connection with the other commercial uses which will render the whole complex financially self-supporting at the end of the project
- Contribute to the thermal upgrade of the space and 'greening' its services, significantly reducing its



#### carbon footprint

- Make the spaces more accessible for all people especially those with disabilities
- Install interpretation points throughout the complex.
- Open up an otherwise un-accessed riverside space to enhance York's waterfront offer and act as a catalyst for future riverside linkages
- Develop an understanding of the role of guilds in the economic and cultural prosperity of the city, to increase their own engagement in the city's continuing success
- Create new jobs in the management of the complex and in interpretation and customer care
- Attract additional visitors to the city
- Link the leisure/tourism roles with the digital media arts roles within the business area of the complex to create a unified and diverse city centre economy.

To achieve this the project will encapsulate activity with the refurbished Guildhall. The building will have a new entrance screen and gallery with modern amenities to transform its use-ability and modern services and servicing to reduce its carbon footprint and make it a 'plug and play' flexible events space. This C21st reinvention will return to the hall to its core purpose at the heart of the city and secure its future.

### **3b Explain what need and opportunity your project will address**

The Guildhall complex needs a new, viable future.

It would be possible to focus solely on a future commercial use of the whole site as the key to its future, with limited regard to its heritage value.

In contrast, we see the complex's heritage as central to its future and our vision is shared by many within the community whose views we have canvassed and who have independently lobbied us to act as responsible custodians of one of the city's most significant heritage assets.

The Guildhall project will create a new commercial future whilst retaining a focus on heritage and it is vital that the heritage element is never secondary or beholden for its funding solely to commercial interests for whom heritage concerns could be secondary.

The project realises the following heritage opportunities:

- The continued use of key elements of the space for public access and civic occasions
- The opening up of new spaces to describe and illuminate the history of the city – its governance and economy
- A new perspective on the city and its rich cultural and civic history
- A space to promote the role of the Guilds with the Guildhall complex as the most obvious venue for doing so
- An opportunity to bring back some surviving stained glass into the building and use digital representations of the original windows in restored frameworks
- The provision of educational resource – space, artefacts, expertise – for everyone in the city
- The continued exploration of valuable archaeology and new ways of presenting the total history of the city from a riverside perspective
- The chance to capitalise on the technology expertise of partners using the space to provide state of the art interpretation and presentation of artefacts/stories – in situ
- Stronger links with other heritage projects – notably Mansion House Open Doors and York Archive Making History – as well as links with the city's ambitions as UNESCO City of Media Arts.
- The creation of a new city attraction, with the jobs, education, training and scope for volunteer engagement potential that brings
- Securing the heritage of the space and its stories on a firm financial footing.

The overall integrated project offers the following non-heritage benefits:

- Providing a central hub to accommodate the expanding digital media arts sector in the city, creating new jobs, providing a major boost to the local economy
- Diversifying the economy of the city centre by positioning a new high tech sector alongside additional tourism/leisure income generators
- Introducing new leisure facilities into the city – for which there is an identified demand
- Going forward, commercial engagement meets the largest part of the financial delivery requirement of

the complex

- A blended management approach to achieve private sector running efficiencies alongside responsible heritage custodianship.

### **3c Why is it essential for the project to go ahead now?**

The risk is critical

The Guildhall complex has no viable future in its current guise. Without urgent intervention, the pressure to hand over the whole complex to the private sector, for commercial conversion, puts at risk the accessibility of the site to the broader community. There is a very narrow window of opportunity to safeguard the asset.

With the City of York Council's relocation in 2013, the Guildhall complex became surplus to requirements and the buildings are falling into disrepair. The limited access that the public had to parts of the building other than the hall itself has now disappeared. The complex needs to be re-purposed, expanded and managed, which is what this project is all about. Safeguarding the Guildhall complex's heritage is one of the incoming administration's stated priorities.

There is partnership funding

Timing is critical. The plan to engage the digital media arts community and create a hub within the Guildhall complex, within which small locally based businesses can collaborate and grow, creating wealth and jobs for the city, currently has council support and support from Leeds City region LEP. But the heritage element of the scheme, although self-sustaining eventually, needs additional and dedicated funding to make it happen. If it is not forthcoming, the viability of the whole project is called into question and the pressure simply to accede to commercial interests and lose public access to key areas of the heritage asset may hold sway.

Why now is a particularly good time (complementing other projects)

The timing could not be better. Whilst the Guildhall and riverside scheme is a stand-alone project, the link to the Mansion House, with its integral and part-shared history, will see mutual benefits to the promotion of heritage for both locations.

Both the York Archive 'Gateway to History' project and the Mansion House 'Opening Doors' initiative complements perfectly the proposed Guildhall and riverside programme.

Uniquely, the heritage message and the planned digital media arts hub based within the heritage complex provide a remarkable symmetry – with for example, the creative sector providing virtual modelling of the archaeological site and digitally interpreting other elements of the complex to better explain the asset - but one which would be lost if the grant funding for the heritage element was not forthcoming now. Without the Guildhall complex coming on stream soon, a vital, growing sector of the city's economy will continue to struggle to find a hub in the city, and companies may leave York.

In this regard, the project links to the city's ambitions as UNESCO City of Media Arts to showcase the talent of the sector. The location of the digital media hub in the Guildhall complex creates a whole new footfall on which the heritage presentation telling the story of the Guilds within the Guildhall could capitalise to bring heritage appreciation to a new and predominantly young cohort.

Linked with this is the potential for the creation of a new Media Arts Guild – demonstrating the continuity of the Guildhall story right up to today.

Achieving this holistic vision requires careful co-ordination and the early certainty that funding for each element is in place.

### **3d Why do you need Lottery funding?**

Whilst commercial interests will cover the business development of the site there is no expectation that they will fund the vital heritage preservation and presentation which matters so much to the city. The risk is that, without heritage specific funding, this important aspect of our heritage vision for the future of the Guildhall and Riverside complex will be jeopardised.

Setting out the funded case for the prominence of heritage management now will ensure that the opportunity is not lost. The heritage voice will be strong as the shape of the vision is developed and implemented.

City of York Council understand our responsibility to fund much of the fabric maintenance and upgrades – obligations which will be met by the Council. The HLF are being asked to contribute specifically to areas of the highest heritage significance as part of a refurbishment and repurposing of the complex. The project will ensure the preservation of artefacts, the capture of oral testimony, high quality digital and traditional interpretation of an engaging story using well trained volunteers to bring the experience to life. The project will make links with the successful work of the HLF supported Archive project and the Mansion House to derive added value and drive increased footfall.

### **3e What work and/or consultation have you undertaken to prepare for this project and why?**

Preparation for the project began in 2011 when a decision was taken to vacate the Guildhall.

Working in partnership with EH, a statement of heritage significance and an options appraisal were commissioned from in 2012. This was followed by a RIBA Open Ideas Competition to further explore the potential of the riverside area – this included a public exhibition where the concept of new riverside space and increased public access was favoured as the single biggest improvement by a clear majority of respondents.

Since the council vacated the Guildhall we have:

- Developed an outline business case for a commercial scheme to ensure the long term financial sustainability of the complex
- Consulted with EH/Civic Trust/Universities/ York Museums Trust, potential operators all of which have highlighted the potential for greater public access
- Consulted with Members
- Undertaken an open archaeological dig, engaging members of the public of all ages in the dig and interesting them in the future project
- Established a broadly based Project Board including representatives from Universities, digital media businesses and the city's cultural partnership
- Led numerous tours of the building for interested community groups
- Extensive engagement with representatives from the digital media arts sector who are keen to be part of the digital interpretation of the building and site heritage.
- Engaged the community in the recording of the history of the demolished hutments
- Prepared to present the project as part of the forthcoming Medieval Festival in August 2015
- Consulted with representatives of York's Guilds
- Presented the project at the Residents First weekend event 31 Jan 2015
- Aligned the project with the Mansion House HLF project.
- Developed the Guildhall project as part of the successful UNESCO designation
- Supported the University of York Digital Community Hub project to secure £18m funding and position the Guildhall project as part of the subject matter for future research projects
- Worked with York Past and Present - a grass roots York residents group – to promote and develop this project.

It is our intention to continue with this broad engagement strategy throughout the development, delivery and outcome phases of the project to ensure the voice of the community is reflected in the conceptual and practical development of the project.

## Section four: Project outcomes

**In this section, tell us about the difference that your project will make for heritage, people and communities.**

### 4a What difference will your project make for heritage?

For the first time, the Guildhall complex will have a dedicated & professionally managed heritage focus. Hitherto, access to the Guildhall has been ad hoc and the presentation of its heritage casual and uncoordinated.

The project will deliver a conservation management plan and a long term management and maintenance plan for the whole Guildhall complex. The commercial element of the complex will generate revenue to ensure a properly funded and well planned repairs and maintenance regime is put in place.

The project will link with the Mansion House experience, and will ensure that we make most cost-effective use of facilities management and ticketing services. It will form a new professionally managed heritage experience with added resourcing and scale to underpin the sustainability of both attractions. This will be co-ordinated with other related heritage sites and attractions to drive city-wide footfall to other heritage assets.

#### In better condition

The Guildhall and Medieval Rooms will benefit from a once-in- a-generation refurbishment and will specifically involve new M&E services with the benefit of C21st technology improving environmental performance and control to further protect and safeguard the fabric and reduce the complex's carbon footprint. modern amenities and facilities will transform its use ability and create a flexible C21st space.

The riverside elevation will undergo structural maintenance to secure its future for the next 100 years with a specific emphasis on the metal framed glazing and stained glass to the council chamber where comprehensive repair and secondary glazing will be installed to both protect the glass and improve thermal performance.

The public spaces will be landscaped to provide an attractive riverside environment incorporating significant interpretation and improved accessibility

The walkway along the riverside elevation of the Guildhall will be improved and made safe to provide access to Common Hall Lane, sensitive refurbishment to the walking surface will make this route accessible.

#### Better interpreted and explained

Whole new strands of opportunity for heritage education are being identified as a result of the project. Guild history through to the development of democratic government within York come together on this site. This makes it the perfect place from which to tell the important part of the York story from its very heart.

#### The project will:

- Provide a new route and guided tours around the space to link the whole story of York - its river, its Minster, its guilds and its pre-Roman to 20th century history – in a new and unique way
- Tap in to the digital expertise of the Media Arts sector within the building to create new digital interpretations
- Provide space to show artefacts and present stories about the city in the building in which they happened
- Display and interpret the new archaeology and engage people in its discovery and presentation via innovative displays, interactive models and interpretations
- Develop a range of digital media interpretative resources for use on the site and via the web
- Use digital sound and light interpretations within Common Hall Lane to bring out the hidden history of the previously inaccessible route.
- Develop a web based terrain model to interpret the hidden archaeology of the site.

## Identified/recorded

The project will

- Uncover and record the archaeology of the Augustinian Friary
- Explore the archive documentation relating to the Guilds and the
- Undertake detailed building recording and laser scanning work to record the fabric and, through research opportunities, identify and bring new understanding of its history and construction.
- Collate oral history records from living memory particularly about significant events such as the Baedeker raids and the role of Town Clerks and elected members in shaping the city for the future.
- Develop archival material over time to look at other themes for telling the York story

### **4b What difference will your project make for people?**

People will have developed skills

The project will :

- Enable hands-on archaeological experience
- Create new apprenticeships as an integral part of CYC's employment and skills plan.
- Link with the University of York's Digital Community Hub project to support post graduate work placement in the digital sector
- Volunteers will gain a rich historical understanding of the site whilst developing their customer service and interpretation skills, supported by an ongoing training and recruitment plan
- The Council Chamber will host student councils to enable children and young people to develop their debating skills
- Develop an education and learning plan, where on-going themes for interpretation will be identified for focus in the delivery phase

People will have learnt about heritage

The Project will

- Enable us to share a rich and previously untold story of the heritage of the city, its' commerce and governance. This will be accessible to the people of York and its 7m annual visitors.
- Create a range of educational materials which will be used in situ and over the web which will cover archaeological archival oral and physical interpretations of the site, the buildings the people and the stories.
- Bring people in to the open spaces and the Guildhall itself for public events, physically reuniting the people of the city to their history and awakening an interest in an untold perspective on the city.

People will have changed their attitudes and behaviour

Through the opening up and interpretation of the commercial and civic history of the Guildhall we will promote an understanding of civic governance, and the importance of democratic participation

People will have had an enjoyable experience

- The innovative way in which the experience will be configured and interpreted will ensure that it provides accessible education and enjoyment for visitors and volunteers alike.
- The guided tours will give a unique and illuminating experience of resources and stories previously hidden from view and not drawn together in a cohesive narrative. Early consultation has revealed great public interest in the heritage of the site and an undoubted appetite to explore the history and stories of the Guildhall
- The supporting restaurant/cafe/bar facilities and the entire riverside and courtyard areas will be congenial places to sit and enjoy the complex.
- The Guildhall will host a wide range of attractive cultural events e.g. theatre, music, exhibitions and conferences. The improved facilities will create a convivial atmosphere

People will have volunteered time

- The guided tours will be undertaken by trained volunteers
- The ongoing engagement activities around archive development and research will draw in voluntary engagement from people potentially across the world.
- Provide a new chance for people to explain their own experiences linked to the location which in turn

will be captured and interpreted as part of the whole York Story project.

- This strand of public-curation will ensure that the complex is 'by the people, for the people' with organisations like York Past and Present maintaining grass-roots involvement for York residents.

#### **4c What difference will your project make for communities?**

Negative environmental impacts will be reduced

- The heritage future of the Guildhall complex will remain in the ownership of the community through the custodianship of the council
- The integrated programme for the complex – combining heritage preservation with commercial management and occupancy of the building, will see the long term future of the safeguarded Guildhall present only minimal cost for local ratepayers
- The physical fabric of the buildings will be improved and the deterioration of the heritage assets will be halted
- The site is a walk-to destination so its development would generate no extra vehicular impact.
- The introduction of fabric improvements – underfloor heating, PV, improved insulation – will all reduce the carbon footprint of the complex

More people and a wider range of people will have engaged with heritage

- Create a greater understanding of the governance and commercial success of the city and as a result,
- Engagement with local schools, York College and the universities from primary to post-grad level
- Provide a new resource and focal point for the specialist academic community and the local interest societies
- Creation of a Citizens' Guild –a 'friends of the Guildhall' group, a re-interpretation of the Corpus Christi or St Christopher's Guild (a non-trade guild, open to all) which would encourage people to engage with the project, access it regularly, contribute ideas for its future development and offer their own volunteering services to assist in the management and presentation of the asset.
- Encourage individuals to come and tell their own York history stories which can be captured and presented

Your local area/community will be a better place to live work or visit

The project will

- Encourage local people to engage more in the future civic management of York and in its continued commercial success
- Attract new visitors to the city
- Increase the appeal of the neighbouring Mansion House facility
- Creation of new riverside area will improve the city centre amenity

Your local economy will be boosted

- The complex would be free for York Card holders
- Increased tourist visits will bring supplemental GVA into the city
- Enable the digital media sector to showcase its expertise by presenting the story of the Guildhall complex whilst working within it.
- Creation of a new Media Arts Guild

Current visitor numbers for all events are about 6500 per annum - but only 1000 of these could be considered sole visitors to the heritage. - The project will transform this situation. In parallel and through the project delivery offering opportunities for volunteers / training and development opportunities

**4d What are the main groups of people that will benefit from your project?**

- York residents – with free access for York Card holders
- School groups
- Students – of leisure/tourism, history/archaeology, politics/government
- Adult education groups/societies
- Local, national and international tourists / visitors
- Researchers – popular/personal interest and academic
- York business community – through attracting more visitors to the city

**4e Does your project involve heritage that attracts visitors?**

Yes

**What are your existing visitor numbers?**

6500

**How many visitors a year do you expect on completion of your project?**

30000

**4f How many people will be trained as part of your project, if applicable?**

12

**4g How many volunteers do you expect will contribute personally to your project?**

40

**4h How many full-time equivalent posts will you create to deliver your project?**

1

**Section five: Project management**

In this section, tell us how you will develop and deliver your project.

## Development phase

### 5a What work will you do during the development phase of your project?

The development phase of the project will focus on the following:

Developing a detailed activity plan and project briefs for the delivery phase of the project with a specific focus on consultation and engagement to inform the proposals.

To achieve this within the project programme, a dedicated resource – a York Story Heritage Engagement officer - will be recruited to lead this work (see attached job description). The HEO will report to the project manager, and have specific responsibility for developing the activity plan and assisting with development of the delivery phase the project briefs, ensuring that proposals are robust and deliverable.

The HEO will also be responsible for coordinating with the Mansion House project team and with other organisations across the City to ensure that synergies are maximised and that duplication is avoided.

Consultation and engagement

- A range of consultation and engagement events will be agreed and delivered to involve the people of York and key stakeholders. This engagement will inform the proposed activity plan.
- On-going consultation – both formal and informal – will be an integral part of the programme, providing checks that the proposal continually sharpens its focus to meet its brief, increased local access to the Guildhall and its story.
- Local community groups – including York Past and Present will be directly involved
- Events to facilitate the capture of the oral history of the site, will be initiated adding this to the material which will eventually be curated into the Guildhall Story.
- Specific consultation with city partners including York Civic Trust, York Guilds, York Museums Trust, York Archaeological Society, York at Large, Make it York.
- Development of volunteer recruitment strategy
- Development of Education / learning and skills development plans

Archaeology, Archive, Research and Curation

- Undertake further exploratory archaeology across the site to ensuring that there is maximum interest and opportunity for engagement during the process – and to inform the
- Design brief for the terrain model project bringing together data, including archaeological, video and acoustic models to create a virtual model which both tells the story of the site and provides a the framework for Sim York; a resource through which the impact of proposed development on the historic core can be modelled and understood by residents, planners and visitors
- Exploration of the archive material relating to the Guildhall and the site, from early records of human occupation through the construction/early years right up to the post-war restoration and modern recording of the site. Establishing themes for further investigation in the delivery phase
- Collaboration with University of York, establish a programme of archival research, for the delivery phase
- Consideration of sustainable arrangements for the servicing and upgrade of the digital resources – working with local partners and specialists in the field through the Media Arts hub – to inform the delivery stage briefs.

Procurement

- Procurement of the design team in accordance with the EU procurement directive and will pre-qualify a shortlist and seek tenders to be available for acceptance when the outcome of this application is known.
- select an operating partner for the commercial aspects of the complex who will undertake core facilities management tasks for the whole complex e.g. security, M&E repairs and maintenance, cleaning.

Design Work

- Appointment of a multi-disciplinary design team comprising architect/conservation architect /structural engineer/mechanical and electrical engineers and cost consultant (scope of works attached)
- Undertake survey work including detailed measured and fabric condition surveys laser/3D scanning.
- Production of a conservation management plan
- Production of a management and maintenance plan
- Develop design of the works through RIBA stages 2 & 3 in accordance with the project timetable.
- Allow for presentation and consultation on proposals – including a formal pre-application process with EH / local planning authority and other groups
- Preparation of detailed planning and listed building consent applications



**5b Who are the main people responsible for the work during the development phase of your project?**

The project development phase – individuals involved

The project will be led by the dedicated project manager

The project manager has been seconded to the project funded from the approved CYC project development fund.

David Warburton is a chartered and registered architect with over 15 years post qualification experience. In his previous role with the council as Head of Design Conservation and Sustainable Development David secured £125,000 of capacity building grant from English heritage to fund a Heritage Renaissance officer over a 3 year period to undertake the York Central Historic Core Conservation Area Appraisal and other important studies including the Guildhall Statement of Significance and options Appraisal work. David was involved in selecting the proposal for the new council headquarters at West Offices. In his previous employment with Durham County Council David was closely involved in a range of successful heritage projects; – the Crook Heritage Economic Regeneration scheme, the Bishop Auckland Townscape Heritage Initiative, the HLF funded restoration of the grade II\* landscape at Hardwick Park Sedgefield where he led the design and commissioning of the new Heritage and Education Resource centre.

The project manager reports directly to the project sponsor

The role of the project sponsor is to provide chief officer leadership within the council to ensure direct channels of communications with the leader and chief executive and to carry the appropriate level of delegated authority to avoid any unnecessary delay to the operational aspects of the project.

Tracey Carter is the Assistant Director for Finance property and procurement with City of York Council. Her recent and outstanding achievement is the delivery, on time and to budget, of the new City of York Council headquarters at West offices. This multi award winning project has seen the York's grade II\* listed first railway station into a modern state of the art council office and customer centre. Tracey led the establishment of the cutting edge flexible work space that supports and enables collaboration with city partners. Her experience on that project will be invaluable to inform the development of the York Guildhall and Riverside project.

York Story Project Development Officer

Yet to be appointed

This is a crucial post to assist the Project Manager in working through the development stage and ensuring that the necessary public and community engagement activity is undertaken to feed into the activity plan for the delivery phase.

Job description is attached

Ian Floyd – Ian Floyd is the Director of Customer and Business Support Services

As well as being director of CBSS, Ian is a member of the Corporate Management Team (CMT) and leads a range of corporate and customer facing services, ranging from financial/legal and HR support, to provision of customer services/contact centre, payment of benefits, collection of income (council tax, nndr, other income) and provision of ICT services for council. I also have specific statutory responsibility as the council's chief finance officer (S151 officer), which means I have responsibility for the council's overall financial affairs. key skills - Chartered institute of public finance and accountancy (CIPFA).

Charles Cecil – CEO Revolution Games and Chair of York Creative network

Fay Treloar – Director of Business Engagement York St John University

Fay Treloar is the former Director and Company Secretary of SCY Enterprise Ltd. As one of Yorkshire's leading ERDF specialists, Fay leads on securing major revenue and capital investment for both SCY and its clients, playing a leading role in securing significant funding for the region. She is also represents the

University on a wide range of external partnerships and working groups

Mark Mortimer – Director of Research and Enterprise

Responsible for central services supporting research grant funding, development of institutional research policy and engagement with external users of university research.

The project board is directly supported by the project working group, key individuals on the project working group are :

Richard Pollitt Mansion House, Guildhall and Civic Services Manager.

Richard has worked at the Mansion House for 15 years. He heads a team which covers housekeepers, events assistants and administrators.

Richard is the project Manager for the Mansion House Opening the Doors project which recently secured HLF funding

Richard has a MA in Museum and Heritage Management, BA with Honours in design representation, adult education teaching certificate along with a BTEC in heritage management.

Richard's experience will be invaluable on the project team where he has recently been through the hLf process and achieved a successful outcome. Richard will also ensure that the York Guildhall project co-ordinates with, and complements the mansion house project and avoid duplication.

Key co-opted members to assist in the project development phase are :

John Oxley – City Archaeologist

John has been City Archaeologist since 1989. In that time the City has built its reputation for innovative approaches to both preserving and exploring its archaeology. Its preservation in situ policy secured following the Arup report of 1991 has allowed development to go ahead with greater certainty, but opportunities have been taken where possible to explore the City's archaeological wealth at Hungate and the University campus with extensive excavations revealing further chapters in the City's History. Most recently exploration on the Guildhall site has made exciting discoveries that we hope to further explore through this project. John's expertise and connections with the Archaeology community across the City will help us to maximise the opportunity we have.

A range of partners and Stakeholders will also be engaged to support the project development and their wealth of experience and expertise will be invaluable in shaping the project including: – Peter Brown – Director of York Civic Trust, Kate Giles – University of York - Deputy Director, Humanities Research Centre, Senior Lecturer and Director of Studies, Archaeology of Buildings MA

Richard and Lianne Brigham – York Past and Present

The York Guilds Masters and Clerks

**5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.**

<b>Development activities</b>					
<b>Task</b>	<b>Start month</b>	<b>Start year</b>	<b>End month</b>	<b>End year</b>	<b>Who will lead this task</b>
Activity Plan	October	2015	May	2016	project development officer
Conservation Plan	October	2015	January	2016	conservation architect
Management and Maintenance Plan	February	2016	April	2016	conservation architect
Project Business Plan	October	2015	April	2016	project manager
recruit project development officer	September	2015	November	2015	project manager
procure and appoint Design Team including Conservation Architect	June	2015	October	2015	project manager
agree project development officer work plan	October	2015	November	2015	project manager
Undertake structured consultation and engagement to understand importance of heritage to people and communities	November	2015	April	2016	project development officer
Detailed fabric and condition survey work - to inform CMP and MMP	October	2015	December	2015	Conservation Architect
Concept Design RIBA stage 2	November	2015	January	2016	Design Team - Lead Architect
Detail Design Development - RIBA stage 3	February	2016	April	2016	Design Team Lead Architect
community consultation / engagement on planning . LBC	December	2015	May	2016	project manager / design team
planning / LBC applications	May	2016	August	2016	design team - lead architect
Additional archaeology excavation / evaluation of hutments / friary site	February	2016	March	2016	project manager
detailed brief for further deep archaeology in delivery phase	April	2016	May	2016	project development officer
develop detailed brief for archaeology terrain model	November	2015	May	2016	project development officer
develop detailed brief for site interpretation	November	2015	May	2016	project development officer
develop detailed delivery phase plan and programme	November	2015	May	2016	project manager
develop education and skills plan for delivery phase	February	2016	May	2016	project development officer
complete HLF round 2 submission documentation	November	2015	May	2016	project manager
deliver talks / presentations to stakeholder groups to explain / promote project	October	2015	May	2016	project manager

**5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.**

<b>Development risks</b>				
<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Who will lead this</b>
project manager leaves project	Low	Medium	project sponsor has project overview and ability to replace / 3 mnth notice period	project sponsor
project manager short term absence	Medium	Low	only problematic a critical points in timetable normal cover arrangement within project working group	project sponsor
project manager significant absence	Low	Medium	the overall project delivery arrangements would ensure that the project sponsor would be able to put in place cover arrangements	project sponsor
project development officer delay in recruiting project development officer / no suitable candidates	Low	Medium	rigorous project management and early advert following HLF permission to start with good advertising / promotion	project manager
project development officer unable to deliver development phase outcomes	Low	Medium	rigorous project management should minimise this risk - together with clearly developed timetable and pre-planning	project manager
lack of consensus in feedback to inform activity planning	Low	Medium	strong support for project already exists - development phase will build on this - not starting from scratch	project manager / project development officer
detailed briefs for delivery phase not completed / agreed	Low	High	a clear project timetable and robust project management with project board oversight to ensure that the development phase remains on track	project manager
lack of appropriate member support for project	Medium	High	The project is being modified to better reflect the requirements of the new administration with this Heritage Grant application as part of that project re-alignment	project sponsor / project board
changes in political control of the council	Low	Medium	recent local elections should give stability for next 5 years - but need to build cross party support	project sponsor / project board
lack of engagement / support from key City stakeholder and amenity societies	Low	Medium	project already enjoys support from key groups - development phase activity will build on this by ensuring appropriate engagement with these groups	project manager / project development officer
lack of interest in project	Low	Medium	The opposite is true - there is a real need to manage expectation and structure involvement to ensure the project focus remains	project manager / project development officer
inadequate tenders for development phase works	Low	Medium	design teams already pre-qualified with very significant interest	project manager
inadequate delivery of outcomes against development phase contract outcomes	Low	High	robust procurement against clear briefs and rigorous project management will minimise this risk	project manager
insufficient funding to deliver development phase works	Low	High	City of York Council has committed development funds to this project - robust development phase estimates will ensure that where HLF support is confirmed the development phase can be delivered	project board
failure to secure other funding	Medium	High	this application is an important component of the overall package	project board
Guildhall complex damage to asset water ingress / flood / fire / vandalism	Low	High	property services to ensure adequate monitoring / security / maintenance in place	CYC asset management / project sponsor

Risk	Likelihood	Impact	Mitigation	Who will lead this
unforeseen problems with buildings / structure	Medium	Medium	condition survey already exists with know problems identified - CMP will build on this and proposed solutions to be implemented in delivery phase - costs will need to be carefully managed.	project manager
failure to achieve statutory consents - planning / LBC	Low	High	pre-application discussion already commenced and including English Heritage as Statutory consultee - ongoing structured involvement through development phase planned	project manager / design team

## Delivery phase

### 5e Who are the main people responsible for the work during the delivery phase of your project?

At this stage it is intended that the team responsible for the delivery phase would be the same team that worked through the development phase. Continuity is especially important to successful projects and City of York Council recognises this. However, ultimately it will be for the project board to agree the delivery arrangements - but the commitment to robust project management / governance arrangements is clear - and there is every reason to suggest that the project team will continue through to the delivery phase if funding is agreed.

Any changes would necessarily be agreed in advance with HLF, in accordance with the grant terms and conditions.

### 5f Complete a summary timetable for the delivery phase of your project. Use the 'add item' button to enter additional rows.

## Delivery activities

Task	Start month	Start year	End month	End year	Who will lead this task
HLf permission to start documentation	September	2016	October	2016	project manager
detail design work	September	2016	November	2016	Design team - Lead architect
contractor procurement	September	2016	December	2016	project manager
building contract works	March	2017	September	2018	contractor
deliver activity plan	October	2016	September	2020	project coordinator / project manager
procure additional deep archaeology/ terrain model / site interpretation	January	2017	April	2017	project manager
additional deep archaeology contract	May	2017	July	2017	contractor
deliver terrain model / site interpretation	August	2017	September	2018	consultants
appoint project co-ordinator	September	2017	October	2017	project manager
delivery of engagement activity / visitor tours / access to heritage strategy	November	2017	September	2020	project coordinator
project evaluation	October	2019	September	2020	project co-ordinator

### 5g Tell us about the risks to the delivery phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.



## **Section six: After the project ends**

**In this section, tell us about what will happen once your project has been completed.**

### **6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?**

City of York Council intends to deliver this heritage project in parallel with and as part of a wider refurbishment of the whole Guildhall complex. This involves the transformation of the former council office spaces into high quality modern flexible offices targeting creative and media arts sector businesses as a response to the UNESCO designation of York as the first UK City of Media Arts.

The scheme will also include two commercial leisure units taking advantage of the prime city centre riverside location; a restaurant, and cafe bar unit.

These elements in combination with the 'York Story' Heritage project; ongoing council use of the council chamber, civic and community/events using the Guildhall and Medieval Riverside rooms and with the additional use/benefit generated by business bookings of these spaces will secure a vibrant future for the heritage.

The financial sustainability will be secured through the development of a robust business plan where a combination of free public, civic and community access is balanced with sufficient revenue-generating bookings for events. These will continue to include made in Yorkshire Craft Fairs/the annual Food festival and other long established city events.

The project-specific benefits of the Built Heritage being in better condition and better managed will be secured through a lease agreement with a private sector operator who will be responsible for the FM and buildings maintenance requirements in accordance with the agreed CMP and MMP. The lease will specify all necessary sinking and maintenance fund revenues on appropriate lifecycles, giving guaranteed security for the future

The ongoing access to the Heritage will be secured by aligning management of the Guildhall and Medieval riverside rooms and the council chamber with the Mansion House Opening the Doors project.

The business model will allow for discounted lease income to the council, in recognition of these aspects, and where the heritage grant funding will reduce the capital borrowing costs necessary to deliver the project - and reduce the consequent revenue requirement necessary to repay investment borrowing costs.

The mixed use destination with cafe bars and high quality external spaces will ensure that the Guildhall story is an attractive destination for residents, visitors and tourists of all ages and interests.

The specific attractions of guided tours and the Common Hall Lane experience will be secured through alignment with the Mansion House/other York visitor attractions as a visitor attraction offering similar opening hours and combined ticketing arrangements – including the York Card free pass for residents.

One of the major concerns of using digital interpretation is the potential for obsolescence and or the high maintenance costs of the infrastructure. By linking the heritage interpretation the Media Arts centre and the UNESCO designation this risk is mitigated. The UK's first City of Media Arts simply cannot afford for its digital interpretation to be anything other than exemplary. The cost of any AV equipment will also be shared where they will be dual purpose – capable of providing both a high quality heritage interpretation experience and a state of the art multi media facility for business, in a world class heritage setting.

The maintenance arrangements will be clearly developed through the development stage and articulated as part of the delivery plan. The specification will necessarily require compliance with the HLF's Digital Guidance.

### **6b Tell us about the main risks facing the project after it has been completed and how they will be managed.**

<b>After project risks</b>				
<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Risk Owner</b>
lack of public and visitor interest	Low	Medium	seen as a low risk - project development phase will secure interest as will links with other projects / attractions	Project Manager
visitor numbers do not meet anticipated levels	Low	Medium	seen as a low risk - project development phase will secure interest as will links with other projects / attractions	Project Manager
income does not meet targets to allow continued employment of project co-ordinator	Low	Medium	linked to above risk - links to adjacent Mansion House and other City attractions with cross ticketing arrangements and marketing should mitigate risk	Project Manager
insufficient volunteers	Low	High	Significant interest - and dedicated project development and project co-ordinator resource is proposed to directly address this	Project Manager
running costs exceed business plan estimates	Low	High	appropriate checking of projections and management of complex - commercial operation of remainder of Guildhall will carry majority of costs	Project Manager
failure of renewable energy technologies	Low	Low	appropriate design / specification / procurement / management / maintenance	Project Manager / operator
failure of digital interpretation	Low	Medium	appropriate design / specification / procurement / management / maintenance	Project Manager
changes in management and operation of wider complex limit public access to Guildhall	Low	High	council will retain freehold interest and control in core of complex to ensure sympathetic cross scheduling of activity	Project sponsor

### **6c How will you evaluate the success of your project from the beginning and share the learning?**

Success will be measured against a wide range of criteria:

- Maintenance and upgrading of the buildings and artefacts
- 'revealing' of hidden elements
- Visitor numbers – local and others
- Engagement/contribution of visitors to add to the story
- Number of volunteers engaging
- New stories appearing as part of the process
- School visits
- Growth in understanding/engagement with democratic process in the city
- Establishment of the Guildhall and Riverside as core part of tourist trail
- Overall business growth in the city centre
- Strengthened links with other leisure, heritage and educational institutions in the city
- External awards for quality of traditional and digital interpretation
- Feedback from visitors indicating 'learning' and 'fun'

As the programme develops, we will be formulating these into clearly measurable goals against which the overall success of the project can be judged. But we are confident that our proposal will have a hugely positive impact of the city and on the key role of heritage preservation and presentation within it.



## Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see Section nine: Supporting documents within the programme application guidance for further information.

### 7a Development-phase costs

#### Development costs

Cost heading	Description	Cost	VAT	Total
Professional Fees	Design Team inc CMP	134000		134000
New staff costs	Heritage Engagement officer	35000		35000
Recruitment	inc			
Other costs (development-phase)	archaeology - site / design work and project development	42000		42000
Full Cost Recovery				
Contingency	and risk allowance 5%	20000		20000
Non-cash contributions	not counted			
Volunteer time				
Total		231000		231000

### 7b Development-phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Development-phase income exactly matches the total of your Development-phase costs or the system will not allow you to proceed.

#### Development income

Source of funding	Description	Secured?	Value
Local Authority	development funding	Yes	175000
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Non-cash contributions			
Volunteer time			
HLF grant request			56000
Total			231000

### 7c Development-phase financial summary

Total development costs	231000
Total development income	175000
HLF development grant request	56000
HLF development grant %	24

## Section seven: Project costs

### 7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work	Guildhall and council offices river elevation / windows	1134500		1134500
New building work	toilet block shell / GH new screen / gallery / landscaping	541750		541750
Other capital work	interpretation consultancy	95000		95000
Equipment and materials (capital)	interpretation hardware / software	180750		180750
Other costs (capital)				
Professional fees relating to any of the above (capital)	Design Team	161000		161000
Total		2113000		2113000

## Section seven: Project costs

### 7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs	project co-ordinator	62000		62000
Training for staff	inc above			
Paid training placements	secured through construction training and skill plan			
Training for volunteers	induction and annual H&S training	4000		4000
Travel for staff				
Travel and expenses for volunteers	inc above for training			
Equipment and materials (activity)	delivering workshops to launch project and secure outcomes	3000		3000
Other costs (activity)	deep archaeology	125000		125000
Professional fees relating to any of the above (activity)	inc			
Total		194000		194000

### 7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion	marketing / comms and advertising	9000		9000
Evaluation	by annual survey	3000		3000
Other costs				
Full Cost Recovery				
Contingency	and project risk	195000		195000
Inflation	on building work capital costs	117000		117000
Increased management and maintenance costs (maximum five years)	secured by council lease			
Non-cash contributions				
Volunteer time				
Total		324000		324000

**Section seven: Project costs****7g Delivery Phase income**

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value
Local authority	capital investment fund	Yes	1000000
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Increased management and maintenance Costs (maximum five years)	covered by operator lease agreement		
Non-cash contributions			
Volunteer time			
HLF grant request			1631000
Total			2631000

**7h Delivery-phase financial summary**

Total delivery costs	2631000
Total delivery income	1000000
HLF delivery grant request	1631000
HLF delivery grant %	62

**7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?**

CYC capital contribution allocated to Guildhall project - through council budget process subject to final approval of detailed project costs.

**7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?**

n/a

## **Section eight: Additional information and declaration**

**This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.**

**If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.**

**If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.**

✓ If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

## **Declaration**

### **a) Terms of Grant**

**You must read the standard terms of grant for this programme on our website.**

**By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.**

### **b) Freedom of Information and Data Protection**

**We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.**

**When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:**

no objection

**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 contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.**

**When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, 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 grants.**
- **To hold in a database and use for statistical purposes.**
- **If we offer you a grant, we will 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.**
- **If we offer you a grant, you will 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 contact you from time to time to keep you informed about the work of the Heritage Lottery Fund**

Tick this box if you do not wish to be kept informed of our work

**I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.**

**I confirm that the activity in the application falls within the purposes and legal powers of the organisation.**

**I confirm that the organisation has the power to accept and pay back the grant.**

**I confirm that if the organisation receives a 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.**

**I confirm that, as far as I know, the information in this application is true and correct.**

**I confirm that I agree with the**  **above statements.**

<b>Name</b>	David Warburton
<b>Organisation</b>	City of York Council
<b>Position</b>	Project Manager
<b>Date</b>	22/05/2015

**Are you applying on behalf of a partnership?**  
No

## **Section nine: Supporting documents**

**Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.**

**In addition to numbers 1-8 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.**

## First round

**1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.**

**If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.**

N/A

**2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);**

Not applicable

**3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;**

Not applicable

**4. Spreadsheet detailing the cost breakdown in Section seven: project costs;**

Electronic

**5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);**

Not applicable

**6. Briefs for development work for internal and externally commissioned work;**

Electronic

**7. Job descriptions for new posts to be filled during the development phase;**

Electronic

**8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.**

Electronic

**If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box below to confirm in what format the additional documentation will be submitted.**

Electronic

**Please now attach any supporting documents.**

**When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.**