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16 July 2014

Our Ref: OH-14-02639

Charlotte Bill
Director/Project Manager
Clapham Park Film Unit

London

These Dangerous Women celebrating, commemorating the women who tried to stop the first World War

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 £30,500 (thirty thousand five hundred pounds - 98% of the total eligible project cost of £31,277) towards a one-year project to commemorate the centenary of the International Congress of Women (the Hague, 1915) and the story of the British women who attempted to attend.

Part 1 of this letter sets out how we will work with you during 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 discuss our monitoring requirements, 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 following Approved Purposes which we agreed to support:

Approved Purposes

- Recruitment of 30 volunteers from the Women's International League For Peace and Freedom, London universities and women's groups, and provision of training in oral

history, archive research, transcription, exhibition preparation, website maintenance, and re-enactment.

- Recording of 20+ oral histories, from older League members.
- Production of a booklet (2,000 copies).
- Digitisation of the League's archives; these will be shared online.
- Production of a learning pack for schools.
- A filmed re-enactment of the women's attempt to attend the congress.
- A documentary on HistoryPin, YouTube, and possibly the Community Channel (potential audience 20,000+), plus screening events; 75 copies on DVD.
- An exhibition of photographs and the documentary at Bromley Museum, National Library of Scotland (Edinburgh), Bradford Peace Museum.
- Production of plays based on archive materials.
- A website, featuring all digital outputs.

This will help us to understand how well the project is progressing and alert us to any issues.

Please read the enclosed 'Receiving a grant' guidance. This requires you to:

- obtain our permission to start the project;
- submit progress reports at a frequency agreed between us when we discuss monitoring requirements. As a minimum, you will normally submit a report with your 'Advance payment request form';
- request your grant;
- provide a completion and evaluation report when you have finished your project;
- procure goods, works and services in accordance with 'Receiving a grant' guidance.

If you spend less on your project than the approved total eligible project costs (see Appendix 1 of this letter), the total grant amount you can claim will be reduced. Any reduction required will be calculated in respect of HLF's grant percentage rate which is confirmed above.

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 submitted your application form.

Please note that your 'Permission to start and first payment request' form will be released to your online account within 15 working days of this letter. Please contact your Grants Officer if you need to access the form any earlier than this. You can find their contact details in Part 3 of this letter.

Part 2 – The legal section

Grantee name and address:

Clapham Park Film Unit

London

Project Reference Number: OH-14-02639

Grant

The attached appendix 1 sets out the approved costs 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 project than the approved project costs, 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: None

Grant expiry date

You must complete the approved purposes by 31 August 2015.

Duration of the terms of grant

The terms of the grant and the additional grant conditions (if any) will last for: the duration of your project

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

1. This letter
2. Your application dated 15 June 2014
 - 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 your project before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on your project within 12 months of the date of this letter.

Part 3 – Next steps

The following documents accompany this letter:

- '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 media
- Template photo call notice
- Template press release – small grant

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.

Fi Stephens will look forward to receiving your Permission to start form within 20 working days from the date of this letter or as soon as possible thereafter. However, if you have any difficulties in meeting this deadline, please let her] know using the following contact details:

Fi Stephens

Grants Officer

Direct Line: 0207 5916137

Email: Fi.Stephens@hlf.org.uk

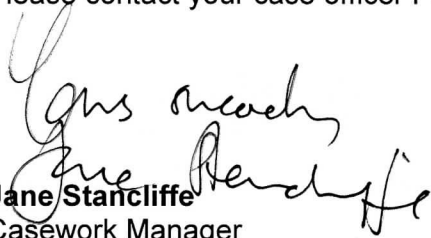
Publicity

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 Grants 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 Grants 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.

We wish you every success with your project, and look forward to receiving regular updates.

Please contact your case officer Fi Stephens if you have any queries arising from this letter.

A handwritten signature in black ink, appearing to read 'Jane Stancliffe', written over the printed name.

Jane Stancliffe

Casework Manager
Heritage Lottery Fund
7 Holbein Place
SW1W 8NR

Enc