



Notes on completion

Summary

Name of your organisation

West Dunbartonshire Council, Land Services

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.

The restoration of Levensgrove Park, Dumbarton

Reference number

PP-13-00473

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.

The project involves the restoration and conservation of Levensgrove Park, Dumbarton, which has been used as a popular recreation resource and event venue since its opening in 1885.

The project will enable West Dunbartonshire Council to carry out capital infrastructure work essential to developing the park and the heritage features in it as a valuable community asset.

The project will also work with existing and new partners to enable us to organise activities in the park and to improve the day to day management of the park to attract a wider range of audiences to use the park.

To achieve this we are proposing to create a Community Development Ranger post to develop links with the local community encouraging them to organise and develop events and activities to engage with the park and the heritage in it.

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

Yes

Please tell us who you received advice from.

Anna Moore

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.

Dalmuir Park Ref No PP-09-03895

Section one: Your organisation

1a Address of your organisation:

Address line 1 Elm Road
Address line 2
Address line 3
Town / city Dumbarton
County Dunbartonshire
Postcode G82 2RH

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 Levensgrove Park
Address line 2 Clydeshire Road
Address line 3
Town / city DUMBARTON
County West Dunbartonshire
Postcode G82 4AF

Local Authority within which the project will take place

West Dunbartonshire

Constituency within which the project will take place

West Dunbartonshire

1c Details of main contact person

Name

Donald Petrie

Position

Access Officer

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

Yes

Daytime phone number, including area code

01389 608407

Alternative phone number

07917 235453

Email address

donald.petrie@west-dunbarton.gov.uk

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

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

GB659065214

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?

Levensgrove Park is a well-used urban park of 13.6Ha situated in Dumbarton between the River Leven and the River Clyde.

Levensgrove is bounded to the west by private housing, to the north by the River Leven, the east by another green space (Posties Park), and to the south by the River Clyde and associated mud-flats.

The park was established by local shipbuilders Wm Denny and John McMillan who gifted the park to the town. The Park was laid out by Mr McLennan, curator of Parks in Glasgow and was opened on 30 May 1885.

The original park layout is generally intact with the Bowling Green and Tennis Court being added in the 1950/ early 1960's adjacent to the 1930s Pavilion. Subsequent additions of play equipment / tree planting have been within the original structure since then.

West Dunbartonshire Council established a Maintenance Facility within the Park in the 1960s which is a base for maintenance operations carried out throughout the area, not just within the Park itself. Within the hedged Maintenance Facility enclosure is a 1960s building which houses several schemes run by West Dunbartonshire Council Social Work Dept and Volunteers in line with various strategic Mental and Physical Health improvement/ support programmes. These schemes are widely recognised for their valuable and innovative contribution to the local community.

Drawings FRLD 461/03 to 09 show the development of the park since it was first established.

A Levensgrove Chronology Historical Description is also attached.

The main heritage features within the park are -

- The historic landscape structure of the park
- The Kilmahew Fountain and surrounding area
- St Serf's Church (a Scheduled Ancient Monument)
- Shiers Well
- The main gates and pillars
- The original pedestrian gates
- The cenotaph
- The pavilion (key focal point in the park)
- The original boundary wall
- The original lodge house

Levensgrove House has been demolished and the original greenhouses and bandstand have been removed and are now lost. The main entrance gates, some of the pedestrian gates and the original railings on top of the boundary wall have also been removed.

The park is the best example of a typical Victorian park within West Dunbartonshire. It is a vital resource to both the local community and visitors for both recreation and its historic significance. The presence of St Serf's Church and the adjacent Dumbarton Castle (both of which are Scheduled Ancient Monuments) are of national interest.

The River Clyde mudflats adjacent to the park are of international importance for wading wildfowl and have been designated as a Special Protection Area / Ramsar Site, and the River Leven is designated as a Local Nature Conservation Site.

The community consultation survey carried out by West Dunbartonshire Council indicated the park and the heritage features in it are valued and well used by the local community. The heritage features, especially St Serf's Church are of national interest to specialists and attract a number of visitors specifically to view and appreciate them. However the visitor survey did highlight a distinct lack of awareness by many visitors of some of the heritage features in the park which needs to be addressed.

The park and the adjacent Posties Park area is also used for events such as the West of Scotland Pipe Band Championships, the annual fireworks display and various fairs which can bring up as many as 20,000 visitors to the park from the local area and beyond. The park infrastructure struggles to cope with the large number of visitors generated by these events, in particular the poor drainage on the open grassed areas of the park, and the poor surfaces of the roads and paths.

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

While Levensgrove Park is well maintained, the heritage is considered to be at risk through a lack on investment in the following ways -

St Serf's Church requires extensive work to make the structure safe as identified by a survey carried out by Historic Scotland (see attached report from Historic Scotland).

Shiers Well is in danger of collapse due to the proximity of a large tree which is damaging the structure. The stonework and roof are also in poor condition and several pieces are missing (see attached report from Historic Scotland).

Kilmahew Fountain is no longer operational and several key components are missing or damaged (see attached report from the heritage consultant).

The main Victorian entrance gateway has been altered to allow access by heavy vehicles. The main gates, one of the pedestrian gates and one of the posts are missing (see attached report from the heritage consultant).

Four of the six original Victorian pedestrian gates are missing and those remaining require urgent attention (see attached report from the heritage consultant).

The boundary wall is in very poor condition with many of the coping stones damaged or missing. The iron railings have been removed from the top of the boundary wall (see attached report from the heritage consultant).

The structure planting of the park is at risk due to the loss of many mature trees during recent storms and a lack of a tree management plan.

Use of the park to visit the heritage is limited by the poor condition of the path network.

The pavilion is in very poor condition and unsuitable for modern use.

There is little interpretation of the heritage features on site and very few records of the park and the heritage features within it.

Drawings FRLD 461/11 to 13 show the current situation in the park.

As Levensgrove Park is a managed urban park it currently provides few opportunities for biodiversity, however there is potential to enhance this by changing the management regime of part of the park to accommodate this, and to extend biodiversity areas into Posties Park.

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

Buildings - St Serf's Church, the 1930's Pavilion, the Maintenance Depot / Social Work facility, and the landscape structure of the park.

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

NS392749

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**

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

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

Local list

**Scheduled Ancient
Monument**

×

How many monuments of this type are included in your project?

One - St Serf's Church HS Ref No 9654

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 enhance and restore the character and historic features in Levensgrove Park. This will include a comprehensive range of activities to engage the local community with the park and its heritage.

The Council's Community Engagement Ranger and Community Engagement Officer will work to form a 'Friends of Levensgrove Park' group which will bring many volunteers in to contact with the park and its heritage features. The group will be encouraged to take a role in the management of the park and the provision of a range of activities for the local community, and feed into the plans for the delivery stage of the project.

This group and the Council's staff will start a programme of activities to engage the local community with the park and its heritage. This work will feed in to the Activity and Management & Maintenance Plans which will be produced during the development phase. As the Council's Social Work section are already involved with various user groups in their facility within the depot in the park it will be vital to ensure they are heavily involved with these processes.

The Council will appoint an Evaluation Consultant who will produce a baseline of visitor numbers, awareness of the heritage and activities within the park which can be used to measure the success of the project during and after the delivery phase.

The following capital work projects form the basis of the proposal and the Council and consultants will work towards the production of the necessary drawings and specifications to RIBA/LI Work Stage B towards the delivery phase of the project. -

- Restoration of St Serf's Church including removal of inappropriate trees, improved boundary fence and interpretation.
- Restoration of Shiers Well including interpretation.
- Restoration of the Kilmahew Fountain back to working order, including the installation of a recirculatory water system to replace the current water sacrifice system.
- Main entrance gates - re-create the original entrance by reinstating the gate posts and installing replacement gates and close entrance to vehicles.
- Pedestrian gates - repair remaining gates and replace missing gates.
- Repair and replace missing sections of the boundary wall.
- Replace existing dilapidated pavilion with cafe facility and Park Ranger's office / workspace. The new building will incorporate modern energy saving ideas and recycling facilities.
- Extend Social Work / Grounds Maintenance facility in the depot, including improved access, parking for disabled, new pedestrian access, disabled play area reduce height of hedge and replace security fence.
- Instigate traffic management measures including provision of improved vehicle access point to rear of park.
- Remove old play areas and install new play and sports facilities for all ages, including facilities for disabled visitors.
- Repair path drainage throughout park.
- Remove dilapidated buildings and fences throughout the park.
- Resurface and repair paths throughout park where necessary.
- Reduce impact of tarmac area at former bandstand by replacing with paths and soft landscaping.
- Install signage and interpretation panels to promote greater awareness of the heritage value of the park and enhance the visitor experience.
- Install new seats and picnic benches.
- Remove hedges to open up views to the River Leven.
- Implement findings of tree survey and recommendations (eg removal of inappropriate planting and the restoration of the original park design where appropriate).
- Restructure arboretum.
- Install CCTV round heritage features, new pavilion and Maintenance Facility.
- Install lighting from new pavilion through park to main entrances to improve personal security.
- Rebuild stone walls at lodge house.
- Install interpretation at heritage features.

- Improve drainage on grass areas near River Clyde.
- Commission survey of cenotaph and carry out repairs as required.
- Improve access to shore.
- Manage area on east side of park for biodiversity and extend in to adjacent Posties Park.
- Remove former skateboard area and reinstate ground.
- Improve rear access for vehicles in to park.

The landscape architects and architects drawings attached to this application show the design work carried out to date on the capital works.

3b Explain what need and opportunity your project will address

Levenshoe Park has suffered from a lack of capital investment for many years. The community consultation carried out in 2013 identified many problems with the infrastructure within the park, many of which were already known to the park management. The key community issues raised during the public consultation are shown on Drawing No 461/14.

There is an urgent need to address the poor condition of all the heritage features in the park as identified by the heritage consultant and Historic Scotland (see attached reports) - many of which were already known to the Council. The project allows all these issues to be addressed to bring them back into a condition where they can be preserved for the future and appreciated by the local community and visitors to the park.

The poor drainage and path surfaces throughout the park were mentioned by many respondents. Improving the path surfaces and drainage will dramatically improve the visitor experience and make the park more accessible to some user groups such as wheelchair users and families with push-chairs. It is also proposed to extend the 'Shopmobility Scheme' in to Levenshoe Park and run this from the Social Work facility in the depot. The proposal shows an increase in the storage available in the depot to accommodate the scooters and space for their maintenance. This scheme involves basing disabled scooters in the depot and lending them out to disabled users to allow them to explore the park. The current state of many of the path surfaces is poor and unsuitable for disabled scooters.

The drainage is also very poor on much of the grassed areas in wet weather resulting in severe damage when events go ahead in wet weather, or in them being cancelled beforehand. It is proposed that these drainage issues will be addressed as part of the project to attract more events in to the park, and to make events more enjoyable in wet weather.

The poor condition and layout of the play equipment and sports facilities in the park were identified in the survey as a particular concern to many visitors. The proposed improvements provide a superb opportunity to replace and re-site them near the new pavilion with modern play equipment for all ages thus attracting a wide range of user groups into the park. See drawing Nos 461/15C and 461/18A for the details. The proposed disabled facilities for the depot, including the disabled play area on the ground adjacent to the depot will attract this group into the park. See attached architects drawings showing the proposed works to the depot buildings.

The dilapidated pavilion and very poor quality toilet facilities were highlighted as major concerns to many in the survey. The new pavilion proposed as part of this project will become the hub for the park. The cafe in the pavilion will certainly attract many more users into the park, especially when most of the proposed play equipment will be sited adjacent to the pavilion. The new pavilion will also be the base in the park for the ranger service and it is envisaged that the space in the pavilion can be used for activities and displays as part of the community engagement plans for the park. Improved toilet facilities are incorporated into the design of the new pavilion and the pavilion has been designed to allow the toilets to be accessible when the rest of the pavilion is closed. See attached architects drawings.

While there appeared to be a general lack of awareness by visitors of the heritage features in the park due to a lack of interpretation on site, the majority of the features are in very poor condition and at risk of further deterioration. The improvements to the heritage features and the proposed interpretation on site will attract more visitors to the park and bring the heritage features to the attention of the visitors. It is proposed to open up some of these features by removing inappropriate trees and hedges which are hiding them from view. The necessary improvements will also help to preserve the park's heritage for future generations to enjoy.

The planting and landscape structure of the park is at severe risk due to the age of the trees, the loss of many mature trees in recent storms, and the species which have been recently planted. The arboretum is also in need of restructuring. The production of a detailed tree management plan will address this problem.

The opportunities on the site are detailed on Drawing No 461/15A

The staff on site are involved with the maintenance of the park and not with visitor management (eg the organisation of activities, promotional or interpretational work to promote the awareness of the heritage in the park). The proposed increase in staffing in the park will allow far greater engagement with the park's visitors allowing them to interact with a wide range of groups to promote the park's heritage. There is the opportunity for the staff to work with volunteers to promote the heritage through talks and presentations.

The proposed improvements to the park and its facilities will bring significantly more people into the park for recreation, thus contributing towards fitness and health improvements in the local community.

The riverside areas adjacent to Levensgrove Park also provide opportunities to engage with visitors on the nature conservation value of these sites. The vast majority of people are unaware of these sites resulting in inappropriate behaviour taking place on them at times. Interpretation on site and engagement with visitors will help to address these issues.

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

It is essential that the proposed works to the heritage take place as soon as possible. The conservation reports from the heritage consultant and Historic Scotland show that many of these features are now at serious risk and require urgent attention.

The poor condition of the other features in the park (the path surface, drainage, play areas, toilets, pavilion, etc) are preventing visitors from coming to the park. These issues need addressing as a matter of urgency.

While West Dunbartonshire Council has some funds available for this work at present, it is insufficient to carry out all the necessary work. There is no guarantee that these funds will be available in the future.

While the work to Levensgrove Park is being planned, West Dunbartonshire Council's Economic Regeneration Section is currently revising the Dumbarton Master Plan and are involved in work with Historic Scotland over the redevelopment of Dumbarton Castle and the surrounding area. These plans include a walkway / promenade from Dumbarton Castle into the town centre along the banks of the River Leven. This would provide an excellent link between Dumbarton Castle and Levensgrove Park allowing the two sites to promote one another.

The recently refurbished Dumbarton Heritage Trail and associated publicity leaflets and signage includes links to Levensgrove Park.

3d Why do you need Lottery funding?

West Dunbartonshire Council has allocated some funding towards the project but

If the grant from the Heritage Lottery Fund is not available then the vast majority of the work will not go ahead and the park and its heritage features will continue to deteriorate.

The Council are in discussions with Sport Scotland regarding funding for the proposed multi-sports courts, and with Historic Scotland for funds for the required works to St Serf's Church and Shiers Well.

The Council also has the ability to undertake some aspects of the work 'in house', eg tree works, the removal of the old play areas and some of the replanting and turfing works.

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

The West Dunbartonshire Council's Community Engagement Officer and Ranger undertook a comprehensive survey of visitors to the park and the local community. This involved face to face interviews with visitors to the park, in the surrounding area, and an on-line survey using a 'Survey Monkey' questionnaire. There were 381 responses giving a wide range of valuable information on the park and the public's perceptions and awareness of the heritage in the park.

The responses have been collated and form the basis of the application. The majority of the issues being addressed on site have been raised by the local community during this consultation.

While the community consultation identified many of the issues in the park, conservation specialists were employed to determine the scope of works required to bring the heritage features in the park back to a standard which could then be appreciated by visitors to the park. A landscape architect has produced the plans showing the proposals to meet the community expectations - see attached plans.

The project will help to deliver the aims of the West Dunbartonshire Open Space Strategy and Asset Management Plan.

The Open Space Strategy recommends that all the main urban parks in West Dunbartonshire are upgraded to meet the Green Flag standard with Levensgrove Park being identified as being below this standard in many areas.

The Council is not aware of any organisations or individuals who may be opposed to the proposed project as all the feedback to date has been very positive.

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?

The development of a 10 Year Management & Maintenance Plan will substantially improve the management and maintenance standards of Levensgrove Park and the heritage features within it. The Plan will be developed in partnership with the Friends Group which is to be created to ensure community involvement.

The improved management and maintenance standards will ensure the park and the heritage features within it are managed and sustained.

The recent research carried out by West Dunbartonshire Council identified the following reasons why non-users are not visiting the park;

- Lack of facilities/features
- The quality of facilities/features
- Dog fouling
- Lack of play facilities
- Don't feel safe

The following enhancements will enable to management and maintenance levels to be increased to allow the Council to address the issues highlighted during the public consultation and to apply and attain a high Green Flag Award high level pass:

- Increased maintenance levels to all paths and roads within the park
- Increased supervision and maintenance of the heritage features within the park
- Increased frequency of bed maintenance, grass cutting and litter picking
- The installation of new facilities – play areas, sports facilities and a café
- A range of community engagement events and activities
- Welcoming and informative signage throughout the park
- An increased presence on site to promote responsible behaviour

Five new posts will be created to deliver these standards of management and maintenance – two Park Wardens, a Community Engagement Ranger and two Apprentice Gardeners. The presence of additional staff on site will ensure the park is a safe and welcoming place to visit and enjoy.

New posts will also be created to manage the café in the reconstructed pavilion in the centre of the park. The pavilion will act as the hub for the park and the park rangers will be based there. It is planned that the income generated from the café will be reinvested back into the café thus ensure the café is self-sustaining.

On completion of the project it is planned to incorporate some of these posts into permanent staff positions within the Council thus securing the future benefits of the work carried out.

An increase in the maintenance budget will greatly assist with the delivery of the higher maintenance standards.

The investment in Levensgrove Park will leave both the park and the heritage within it in a far better condition than at present and will help to prevent further deterioration of the heritage. In order to achieve this an extensive programme of capital works are planned for the park. The proposals are all shown on the attached drawings and plans -

- Restoration of St Serf's Church including removal of inappropriate trees, improved boundary fence, surface

treatment and interpretation.

- Restoration of Shiers Well including removal of adjacent tree and installation of interpretation.
- Restoration of the Kilmahew Fountain back to working order.
- Main entrance gates - re-create the original entrance by reinstating the gate posts, installing replacement gates and closing the entrance to vehicles.
- Pedestrian gates - repair remaining gates and replace missing gates.
- Repair damaged sections and replace missing sections of the boundary wall.
- Replace existing dilapidated pavilion with cafe facility and Park Ranger's office / workspace. The new building will incorporate modern energy saving systems and recycling facilities.
- Extend Social Work / Grounds Maintenance facility in the depot, including improved access, parking for disabled users, new pedestrian access, disabled play area reduce height of hedge and replace security fence.
- Instigate traffic management measures including provision of improved vehicle access point to rear of park.
- Remove old play areas and install new play and sports facilities for all ages, including disabled play facilities.
- Repair path drainage throughout park.
- Remove dilapidated buildings and fences.
- Resurface and repair paths throughout park where necessary.
- Reduce impact of tarmac area at former bandstand by replacing with grass and flower beds.
- Install signage and interpretation panels to promote greater awareness of the heritage value of the park and enhance the visitor experience.
- Install new seats and picnic benches.
- Remove hedges to open up views to the River Leven.
- Implement findings of tree survey and recommendations (eg removal of inappropriate planting, especially adjacent to the heritage features in the park, and the restoration of the original park design where appropriate).
- Restructure arboretum.
- Install CCTV round heritage features, new pavilion and Maintenance Facility.
- Install lighting from new pavilion through park to main entrances to improve personal security.
- Rebuild stone walls at lodge house.
- Install interpretation at heritage features.
- Improve drainage on grass areas near River Clyde.
- Commission survey of cenotaph and carry out repairs as required.
- Improve access to shore.
- Manage area on east side of park for biodiversity and extend in to adjacent Posties Park.
- Remove former skateboard area and reinstate ground.
- Improve rear access for vehicles in to park.

A specialist Conservation / Heritage Consultant will be employed to ensure that all works being carried out to the heritage features in the park will be carried out to recognised industry standards.

To encourage a greater range of biodiversity in the area, the proposed habitat area will be extended into Posties Park.

The survey carried out in 2013 identified that many visitors were unaware of some of the heritage features within the park. For example, only 16% were aware of St Shear's Well, in spite of the central location of the Kilmahew Fountain only 18% were aware of it, and 34% were unaware of St Serf's Church. There is clearly an opportunity to bring these heritage features to the attention of the local community and visitors and improve the interpretation of them. In order to achieve this, a wide variety of different types of interpretation will be used to reach as wide an audience as possible.

Questions about the improvements to the park and the heritage features will feature in the evaluation of the project to ensure the correct promotional tools are being used.

The current Heritage Trail leaflet produced by Work Connect and volunteers will be expanded due to the increased knowledge of heritage features.

In order to address the lack of awareness of the heritage features in the park, appropriate and welcoming signage and interpretation panels will be installed throughout the park.

It is also proposed to produce apps for smart phones to allow information on the heritage to be accessed by this medium.

A professional film production company will be employed to produce a series of videos of various elements of the restoration of the heritage, similar to those produced for the Stirling Old Town Cemetery HLF project. See www.oldtowncemetery.co.uk/video The videos will be made available on the web site, cafe, depot, libraries and also in schools.

The redevelopment of the café and depot provides ideal opportunities to promote awareness of the heritage by using them for displays, talks and workshops, and also for the proposed videos of the restoration work to the heritage to be shown on tv screens. The talks will be presented by heritage experts and interested local volunteers via the Friends Group.

The Community Engagement Ranger will work with local schools to promote the heritage in the park via an outreach programme in the schools and visits to the park.

Leaflets will be produced highlighting the park and it's heritage features. This will be available in local libraries and tourist attractions in the local area.

The heritage of the park will be identified and recorded by professionals and volunteers alike before, during and after the work is completed. All excavation works to heritage features will have an archaeologist present when the work is being undertaken to ensure any heritage features are recorded.

The Community Engagement Ranger and volunteers will engage with local community to assemble photos, stories and memories of the park. The information collected will be available to the public in the café / pavilion and the depot and on the web site.

4b What difference will your project make for people?

The project will provide a wide variety of people with additional skills which will help to ensure the park and the heritage is

Skills –

The two Apprentices will obtain formal qualifications to SVQ Level 3 in Horticulture.

The recent consultation indicated that many members of the local community were keen to get involved with the park on a voluntary basis through the proposed creation of the Friends Group or as individuals.

Volunteers and the Friends Group will gain skills in recording, heritage, planting, presentation, etc via the work being carried out by the Community Engagement and Countryside Rangers.

The Council staff involved with the park will gain experience and skills in the increased levels of supervision and maintenance required to achieve and maintain the Green Flag Award.

The increase in the facilities available to the Work Connect project in the depot will allow more individuals to be helped with learning, new skills, basic landscaping, SQA qualifications leading to employment. The additional space will allow user groups to be accommodated and helped.

The survey carried out showed a desire within the local community for a wide range of activities and events, including learning about local history / heritage, practical conservation works and educational visits. The Activity Plan to be prepared will address all these requests.

The depot is also used by Levensgrove Art Planning Forum (a group of local artists and photographers) and an increase in facilities will provide more space and opportunities to develop interpersonal and planning skills. See attached Work Plan. An SQA is currently being developed.

The 'Inspirational Walks' project has been developed by a member of the member of the Art Planning Forum with an interest in walking and local history. The project can enhance knowledge about the heritage and allow the group to expand the walk.

There is considerable scope to maximise the potential for volunteering within the park through the Activity

Plan which will be delivered by the Community Engagement Ranger.

The Activity Plan / Community Engagement Ranger will produce a comprehensive programme to engage with and develop the opportunities for volunteering within the park. The creation of the Friends group will greatly assist with this aspiration.

The additional facilities proposed for the Work Connect programme in the depot will greatly expand the capability of the staff and volunteers to engage with more heritage / the park.

It is proposed the café in the new pavilion will allow Work Connect to provide valuable experience and skills in catering, and gain confidence for service users and volunteers.

The joint working will to share skills and opportunities – heritage, events, education

Countryside Ranger – increased opportunities to expand current volunteer opportunities (including corporate) through management of the habitat areas in the park and adjacent shore areas, for example working with volunteers to improve their skills in bird watching / recording in the park and adjacent coastal areas to record species and numbers of birds for future

4c What difference will your project make for communities?

The survey carried out in 2013 identified various issues regarding the park, including reasons for not visiting the park. The main reasons were -

- lack of facilities/features
- quality of facilities/features
- dog fouling
- cleanliness of facilities/features
- lack of play facilities

These concerns can be addressed by the proposed works to the park -

The increased range of facilities and the quality of them as a result of the investment will improve the physical environment and make it more attractive for people to visit and undertake a healthier lifestyle through walking, playing sports, using the play areas or volunteering activities.

The increased staff presence on site will make the park safer for visitors.

The increase in community involvement through the creation of the Friends Group and volunteering opportunities will help to bring together the local community. A greater understanding of the heritage features and their place in the history of Dumbarton will help to instil a greater pride in the local community, and help towards placing Levensgrove Park at the heart of the local community.

The environmental impact of the park, the new facilities in it, the management operations in it, will be greatly reduced as a result of the project. For example –

Kilmahew Fountain – changed to use circulating system from current ‘total loss’ system, which used 1 litre of fresh water / second.

New buildings – to meet all current environmental standards in terms of energy efficiency to meet current Building Regulations. Additional items will be installed such as solar panels on the roofs of the depot and new pavilion.

Recycling whenever possible – for example by recycling slates from the roof of existing pavilion and reuse in new building.

Biodiversity – Improve and enhance the biodiversity of the park through the introduction of a biodiversity area and its future management. See drawing No 461/16B. A reduction in the area of grass being cut will reduce fuel consumption with a resultant reduction on carbon emissions.

Visitor Transport – Improve the publicity of the availability of adjacent public transport and signage to the park from appropriate bus stops, train stations etc. Install bike racks to improve cycling opportunities.

The creation of the Friends Group, the work to be carried out by the Community Engagement Ranger and the staff and volunteers at the Work Connect project will greatly increase the numbers and range of people engaged with the park and the heritage within it.

The proposed Activity Plan will incorporate a wide variety of methods of engaging with the local community and visitors to the park.

The expansion of the facilities in the depot will allow Social Work and Work Connect to attract more people, especially disabled visitors, in to the park. The provision of scooters available for use by disabled visitors under the 'Shop Mobility' scheme will assist in delivering this.

The impact will be monitored and reported regularly via the ongoing work to be carried out by the Communication Consultant from baseline survey. In particular the under-represented groups such as teenagers, visitors from outwith the local area (except when visiting for an event) and senior citizens.

The proposed improvements to the drainage on the grassed areas will allow more events to take place which will help to bring the community together.

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

There are several groups who will benefit from the improvements to the park -

- The local community as a whole will greatly benefit from the improvements to the park. The new pavilion will act as the new hub of the park and bring people together.
- Families with young children will benefit from the additional facilities, in particular the wide range of new play facilities proposed.
- The expansion of the Social Work facility in the depot will give disabled people access to a wider range of facilities which aren't available elsewhere in the area.
- Senior Citizens will feel safer in the park through the increase in staff, visitor numbers and the installation of CCTV.
- Teenagers will have additional sports facilities in the park.
- Volunteers will have a wide range of opportunities and new facilities which they can access.
- Visitors will see an improvement in the infrastructure of the park.
- Historians will appreciate the improvements to the heritage features in the park and the increased interpretation available on site.

4e Does your project involve heritage that attracts visitors?

Yes

What are your existing visitor numbers?

20000

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

40000

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

100

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

50

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

8

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?

West Dunbartonshire Council has already undertaken consultation work with the local community and an on-site survey of the various features in the park which has informed the Master Plan (see Drawing No FR461/16 B).

The creation of a Friends Group and continuing public consultation to existing and new audiences as the development stage progresses is seen as vital to the project to ensure the local community has a sense of ownership of the park and the heritage features in it. The group and other volunteers will be key to the development of the Activity Plan which will be created during the development phase, and it sustaining the project on completion of the delivery phase.

The design team will be appointed to carry out the following work to RIBA/LI Work Stage D -

- The production of a detailed Landscape Plan for the park along with all relevant detail drawings.
- Design and construction details for the capital works to the pavilion and depot.
- A heritage consultant will be appointed to produce detailed plans for the restoration of the heritage features in the park.
- Engineering proposals and designs for the works to the paths, driveways and drainage.
- The production of bills of quantities, cost plan and cost control measures for the delivery phase of the project.
- A Management & Maintenance Plan will be created to ensure the park and the heritage features in it will be maintained to a high standard in the future.
- An Interpretation Plan
- An Activity Plan will be produced based on experiences from the successful Dalmuir Park HLF project, and in consultation with the Friends Group, to bring a wide range of people into the park to enjoy the park and engage and appreciate the heritage.
- The appointment of an Evaluation Consultant to produce baseline data, and an evaluation framework based on the 10 Parks for People outcomes.

All goods, works and services requiring to be brought in to the project will be undertaken in line with Council procedures and policies to ensure competitive quotes are obtained when required and appropriate standards are met.

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

Ian Bain - Manager, Greenspace, West Dunbartonshire Council. Ian was heavily involved with the delivery of the HLF projects at Balloch Castle Country Park and Dalmuir Park. He will have overall responsibility for the development of the project and for reporting progress to all relevant parties in WDC.

Donald Petrie - Access Officer, Greenspace, West Dunbartonshire Council. Donald has project management, visitor management and construction/engineering experience and will manage the project on behalf of West Dunbartonshire Council. He will be the day to day point of contact for funders and the project team. Donald will report directly to Ian on progress and for approval of any major changes to the project.

Linda Adam - Community Engagement Officer, Greenspace, West Dunbartonshire Council, and Sandra Anton - Community Engagement Ranger, West Dunbartonshire Council. Linda and Sandra will be responsible for the creation of the Friends Group, coordination of volunteers, all community engagement activities, and seeking new audiences to engage with. They will be responsible for ongoing community liaison and the collection and evaluation of baseline data for future evaluation of the project's success. They both have a lot of experience of this type of work at Dalmuir Park and other community engagement projects throughout West Dunbartonshire.

David Hartley - Policy, Development & Improvement Officer, Greenspace, West Dunbartonshire Council. David has a horticultural background and has extensive knowledge of play areas and equipment, and in the Dalmuir Park HLF project. He will have responsibility for the development of the play areas and the production of the Management and Maintenance Plan.

The Friends Group will bring both local and historical knowledge to the project and will be actively engaged

during the development phase to assist with aspects that may be outwith the scope of the management team.

Specialist knowledge from within the Council will also be used for some of the elements of the project - eg the Council's Countryside Ranger Service for advice on biodiversity issues and volunteer activities.

The involvement of the Social Work staff and their various user groups in their facility in the depot are seen as a key element in the production of the various plans being produced in the delivery phase.

It is not envisaged that any new posts will be required within the Council for the development phase of the project.

Consultants will be appointed to provide the necessary skills not available within the Council for the following elements of the development phase -

- Landscape Architect: Landscape design and overall concept.
- Architect: Design of Pavilion and Grounds Maintenance Depot / Social Work Facility.
- Engineer: Design works to roads, paths and drainage.
- Heritage Consultant: Detailed programme of works to all heritage features
- Quantity Surveyor: Cost control / estimates
- Evaluation Consultant: Undertake a baseline survey and develop an evaluation framework

It is planned to have monthly team meetings during the development phase to discuss progress and agree actions. The Friends Group will be represented at the team meetings.

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

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
Activity Plan	July	2014	November	2014	Sandra Anton, Community Engagement Ranger
Conservation Plan	July	2014	October	2014	Heritage Consultant
Management and Maintenance Plan	July	2014	November	2014	David Hartley, Policy, Development & Improvement Officer
Establish Friends Group and Community Liaison	July	2014	February	2015	Linda Adam, Community Engagement Officer
Building Design Works	July	2014	November	2014	Architects
Landscape Design	July	2014	December	2014	Landscape Architect
Detailed Design	July	2014	December	2014	Landscape Architect
Engineering Design for Roadways and Paths	July	2014	November	2014	Consultant Engineers
Cost Control / Bills of Quantity	July	2014	January	2015	Donald Petrie / QS
Training Plan	August	2014	October	2014	David Hartley
Interpretation Plan	August	2014	October	2014	Landscape Architect
Evaluation Plan	July	2014	November	2014	Evaluation Consultant
Drainage Design	July	2014	November	2014	Consultant Engineers

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.

Development risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Withdrawal of funding by West Dunbartonshire Council	Low	High	Ensure commitment from West Dunbartonshire Council to provide funds	Ian Bain
Bib to HLF unsuccessful	Medium	High	Meet application criteria	Donald Petrie
Change in Management Team	Low	Low	Ensure good communication strategy in place	Donald Petrie
Objections to project from local community	Low	Medium	Ensure community involved in project	Linda Adam / Donald Petrie
Unable to establish Friends Group	Low	High	Ensure adequate support provided	Linda Adam / Donald Petrie

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

It is proposed that the same management / design team will be in place for the delivery phase of the project. The reporting and decision making procedure / structure will remain the same.

The Council team will remain the same but the emphasis will change from design to delivery on site. The Council's Grounds Maintenance staff will be involved with the delivery of the Council's agreed 'work in kind' on site. The ongoing community consultation and involvement will continue with the assistance of the Friends Group.

The consultants responsible for the design elements of the development stage will be retained to oversee these elements of the delivery phase on site to ensure continuity. They will also provide the site supervision of the site works alongside Council staff.

The reporting and meeting structure will continue as the development stage, but additional monthly meetings will take place with the main contractor, with additional meetings as required for specific tasks during the delivery works.

On completion of the site works the community engagement will continue via the Community Engagement Ranger and the maintenance of the park will continue via the Council's Grounds Maintenance staff.

The Social Work staff based in the depot will continue to provide the support to the expanded groups of disabled and volunteers in the facilities in the depot.

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
Design Work	July	2015	December	2015	Donald Petrie
Prepare Tender Documents	July	2015	December	2015	Donald Petrie
Tender Documents Issued, Received and Evaluated	March	2016	May	2016	Donald Petrie / WDC Procurement
Site Works	June	2016	November	2017	Donald Petrie
Community engagement	July	2015	November	2020	Linda Adam / Sandra Anton / Friends Group
On-going maintenance	November	2017	November	2022	Donald Petrie / Grounds Maintenance staff

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.

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Withdrawal of funding by WDC	Low	High	Ensure commitment from WDC to provide funds	Ian Bain
Change in Management Team	Low	Low	Ensure good communication within team	Donald Petrie
Unforeseen ground conditions or utilities increasing costs	Low	Medium	Defray costs elsewhere	Design Team
Contractor going out of business during contract	Medium	High	WDC to carry out necessary financial checks before contractor appointed.	Donald Petrie
Vandalism	Medium	Medium	Ensure community involvement and adequate security on site	Donald Petrie
Delays due to poor weather	Medium	Medium	Schedule outdoor works to avoid winter	Donald Petrie

5h When do you expect the delivery phase of your project to start and finish?**Project start date**

Month	July	Year	2015
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Project finish date

Month	November	Year	2022
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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?

The production of the Management and Maintenance Plan for the park will be a key element of maintaining the park, its heritage features, interpretation and biodiversity features to a high standard. This will greatly assist with the ability to achieve a Green Flag Award with a high pass mark for at least 7 years. The annual maintenance budget for the park of £267,000 will be increased to £282,000 to achieve this.

The heritage features in the park will be monitored and appropriate action taken to prevent any deterioration in their condition.

The maintenance of the new pavilion and extensions to the depot will be taken on by the Council's buildings maintenance department.

It is planned that the cafe in the new pavilion will be self-sustaining and all income generated by it will be used for the running costs.

The Council's Community Engagement Officer, Community Engagement Ranger and Countryside Ranger will continue to provide an extensive programme of community engagement activities for visitors, the local community and volunteers, including an outreach programme.

Site-based staff will continue to engage with visitors to the park and provide information on the heritage and responsible behaviour.

The expanded Social Work facility will continue to provide a learning environment to service users in the depot facility and the park.

The park web-site, leaflet and interpretation will be maintained and refreshed at regular intervals to maintain the interest of the local community and visitors.

The Friends Group and volunteers will continue to be supported by the Council.

The additional staff being provided to the Social Work facility in the depot will be absorbed into the permanent Social Work staffing structure.

Ongoing training of staff and volunteers will continue to ensure continued learning, awareness and appreciation of the park and the heritage features.

Local community and visitor satisfaction and awareness surveys identified in the Evaluation Plan will continue to be undertaken and any negative comments or trends will be addressed. Staff on site will also feedback any negative comments for attention.

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

After project risks

Risk	Likelihood	Impact	Mitigation	Risk Owner
Lack of maintenance of park and heritage features	Low	High	Implement 10 year Management & Maintenance Plan and maintain adequate budget	Ian Bain
Lack of interest by Friends Group and other volunteers	Medium	Medium	Ensure adequate support from Council	Linda Adam / Sandra Anton
Vandalism	Medium	Medium	Supervision of park and heritage features by Council staff and local community	West Dunbartonshire Council and Friends Group

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

West Dunbartonshire Council will measure the impact of the investment into Levensgrove Park. In order to undertake a robust evaluation of the project we will commission evaluation and greenspace experts to support our work. This will involve:

- The development of a robust evaluation framework. This will be developed at the start of the development stage and will identify specific outcomes we are trying to achieve with this project. Our outcomes will be closely aligned to the 10 Parks for People outcomes, but will also include locally specific and meaningful outcomes to ensure buy in from staff and stakeholders. In addition to developing a clear set of outcomes the evaluation framework will also identify the tools we will use to collect data and an action plan for collection. Accompanying the evaluation framework will be a detailed toolkit, including all the tools and guidance for us to ensure that all data collected uses robust methodologies.
- Collection of baseline data. Our evaluation consultants will support us to collect a full set of baseline data during the development stage. Although the exact details of this will be informed by the evaluation framework, this is likely to include an observational survey to estimate the total number of visitors using the park each year, a survey with visitors to determine use and satisfaction and a mock Green Flag assessment. This research will help inform our Activity and Management Planning during the development stage.
- Collection of annual progress data. Our evaluation consultants will support us in collecting quantitative and qualitative data to track progress with the project. This will be informed by the evaluation framework but will include surveys, interviews, focus groups and other primary and secondary research. We will also seek to capture evidence of the wider economic, social and environmental impact of the project. We will train staff and volunteers to carry out some of the data collection, thus building skills and understanding of the value of effective evaluation work. Some data collection will be carried out by the consultants, ensuring a robust and independent approach.
- Annual reporting and final evaluation report. The annual data collection will inform the production of the evaluation spreadsheet required by HLF, as well as an internal report. This report will assess progress with the project and capture learning on what is working well and not so well. We will use these reports to promote our work to internal and external stakeholders, as well as using the recommendations to inform future planning. Our consultants will also produce a final evaluation report for HLF, summarising the impact the investment has made to the park, its users and the wider community.

We believe that this approach will result in a robust assessment of the impact of the project, will provide us with useful communication materials to disseminate to stakeholders and will support our case for future revenue support from local decision makers.

Typical outcomes will be -

Heritage Outcomes:

- Satisfaction levels with the condition of the park will increase.
- Satisfaction levels with the condition of the heritage will increase.
- Awareness of the heritage features in the park will increase.
- Photographs, project records and condition surveys before, during and after the project will be recorded and be made available to visitors and the local community.
- Green Flag assessments and scores will be evaluated.
- Ecological surveys will show the nature conservation value of the park will have increased.

Outcomes for People:

- The number of visitors to the park will have increased.

- The numbers of people engaging with the heritage will have increased.
- The number of people volunteering and engaging in activities will have increased.
- The numbers of staff and volunteers being trained will be recorded.
- The numbers of staff and volunteers gaining formal qualifications will be recorded.

Outcomes for Communities:

- Surveys of visitors and in the local community will show and increase in those who think the improvements to the park has had a positive impact on the local community, quality of life and they feel safer in the park.

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	Consultants - see Cost Breakdown	77500		77500
New staff costs				
Recruitment				
Other	Various surveys - see Cost Breakdown	11600		11600
Full Cost Recovery				
Contingency	2.5% on above items	2200		2200
Non-cash contributions				
Volunteer time				
Total		91300		91300

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	West Dunbartonshire Council	Yes	28100
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			63200
Total			91300

7c Development-phase financial summary

Total development costs	91300
Total development income	28100
HLF development grant request	63200
HLF development grant %	69

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	Capital costs as defined in Application Guidance and abstracted from Order of Cost No1 prepared by QS	774600		774600
New building work	Capital costs as defined in Application Guidance and abstracted from Order of Cost No1 prepared by QS	1301800		1301800
Other capital work	Capital costs as defined in Application Guidance and abstracted from Order of Cost No1 prepared by QS	337600		337600
Equipment and materials				
Other	Planning Permission and Building Warrant Application Fees, fit-out of Activity Sensory Room, ICT installations and loose furniture and fittings	45000		45000
Professional fees relating to any of the above	Design Team fees.	200000		200000
Total		2659000		2659000

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs	1No Community Engagement Ranger, 2No Park Wardens, 2No Apprentice Gardners, 1No Catering Manager, 2No Catering Assistants, 1No P/T Facilities Assistant	582000		582000
Training for staff	£3,000pa x 3 years	9000		9000
Paid training placements				
Training for volunteers	£1,000pa x 3 years	3000		3000
Travel for staff				
Travel and expenses for volunteers	£500 pa x 3 years	1500		1500
Equipment and materials	£500 pa x 3 years	1500		1500
Other				
Professional fees relating to any of the above				
Total		597000		597000

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion	Film production	15000		15000
Evaluation	Professional fees	11500		11500
Other				
Full Cost Recovery				
Contingency	7.5% on repair and conservation work, new building work and other capital work	181000		181000
Inflation	Tender price inflation between 1Q14 and 2Q16	91600		91600
Increased management and maintenance costs (maximum five years)	5 years	75000		75000
Non-cash contributions	WDC work in kind: site clearance, horticulture work, labour in soft landscaping and 12 months maintenance of soft landscaping	100000		100000
Volunteer time		20000		20000
Total		494100		494100

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	West Dunbartonshire Council	Yes	700000
Other public sector	sport scotland	No	200000
Central government	Historic Scotland	No	37500
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations	Application to Wooden Spoon towards disabled play area	No	20000
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Increased management and maintenance Costs (maximum five years)	West Dunbartonshire Council	Yes	75000
Non-cash contributions	West Dunbartonshire Council	Yes	100000
Volunteer time		No	20000
HLF grant request			2597600
Total			3750100

7h Delivery-phase financial summary

Total delivery costs	3750100
Total delivery income	1152500
HLF delivery grant request	2597600
HLF delivery grant %	69

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

Not required for Development Phase.

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

Not applicable.

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:

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.**

Name	Donald Petrie
Organisation	West Dunbartonshire Council
Position	Access Officer
Date	28/02/2014

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;

Not applicable

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.