



Application Form - Your HeritageFor grants between £3,000 and £50,000

Notes on Completion

Notes

(We fill in this section)

Date we received your full application and supporting appendices:

Application reference number

You should read the accompanying help-notes when completing this application form. We ask you to keep your answers as brief as possible. As a guide, your answer to each question should not be more than 200 words.

Please 'submit' this application once it is complete. You should then print out the declaration, ensure it is signed by the appropriate person and send it, along with hard copies of any supporting documents you are unable to attach electronically, to your country or regional office within five working days of submitting your application.

If you are completing this application form on paper, you should ensure the declaration is signed by the appropriate person before sending it to your country or regional office.

We will not assess incomplete applications. We will return your application form to you if you do not:

- answer all the questions,**
- provide the correct supporting documentation (please do not send more than we ask for), and**
- include the correct signature on the Declaration.**

Section one - Your organisation**Project Title****Title of the project**

Reviving the Waggonway

Your Organisation**1a. Name of your organisation**

Prestoungrange Arts Festival

Address of your organisation:

Address line 1 Prestoungrange Arts Festival
Address line 2 The Prestoungrange Gothenburg
Address line 3 227 High Street
Town / city Prestonpan
County East Lothian
Postcode EH32 9BE

If this is a joint application, give the name of the partnership (if you have one) and the names and addresses of the other partners

1b Is the address of your project different from 1a? Yes

For our records we need an exact address, including postcode. You have chosen the address below. If this is incorrect, please click 'Enter again', re-enter the details and click 'Search' again.

Address line 1 Meadowmill Sports Centre
Address line 2
Address line 3
Town / city TRANENT
County East Lothian
Postcode EH33 1LZ

Name Darren Barker
Position Fundraiser

Address if different from 1a:

Address line 1 Prestoungrange Arts Festival
Address line 2 The Prestoungrange Gothenburg
Address line 3 227 High Street
Town / city Prestonpan
County
Postcode EH32 9BE

Daytime phone number (include the area code) - this should not be a mobile number

07754740394

Mobile number (optional)

07754740394

Please tell us if this is the number you prefer us to contact you on by ticking this box

✓

Email address

toby@barkerlangham.co.uk

✓ We will send all correspondence to the email address. If you would prefer to receive correspondence by post, tick this box.

1d. The legal status of your organisation. Please select one of the following

Organisation not in the public sector

If your organisation is not in the public sector, please select one of the following.

Community or voluntary group

If your organisation is any of the following, please provide the details shown.**Company - give the registration number****Registered charity in England, Wales or Scotland - give the registration number****Charity recognised by HM Revenue & Customs in Northern Ireland - give the reference number**

Reg / Ref no: SC292311

Section one - About your organisation**Your Organisation - continued****1e. Describe your organisation's main purpose and regular activities.****Describe the purpose and aims of your organisation or partnership**

The Prestoungrange Arts Festival seeks, in as many ways as possible, to share the history and create the future of Prestoungrange through the Arts. These projects are based on the extensive and continuing historical research reported at Prestoungrange University Press. The Prestoungrange Arts Festival has been sponsored by the Baron Courts of Prestoungrange and Dolphinstoun, a Scottish Charity, since 1997. It also receives grants from a variety of organisations including the National Lottery Awards for All and Scotland Unlimited. The Arts Festival also works in partnership with the Battle of Prestonpans 1745 Trust which was established in 2006 helping to attract more visitors to The Pans and to advance the Living History of that Battle.

The Arts Festival's work is led by a team of Scottish historians and distinguished artists including Annemarie Allan, Jim Forster, John Lindsey, Andrew Crummy and Tom Ewing. But they are accompanied by contributors in many other fields e.g. music, poetry, theatre, pottery and photography.

Examples of projects include:

*The Global Murals Association's 6th biennial conference in 2006

*The definitive Exhibition of Prestonpans Pottery researched and presented by Graeme Cruickshank with a comprehensive accompanying book (2007)

*Prestonpans Salt made once again from the sea in partnership with Preston Lodge School and Newbattle Abbey (2009)

*Prestonpans Tapestry, telling the story of Bonnie Prince Charlie's campaign in 1745 leading to his stunning Victory at Prestonpans in 1745 (2010)

Tell us how many paid staff and volunteers work for your organisation. (If you do not know the exact number, give an estimate.)

1 full time member of staff

14 Trustees

There are approximately 200 volunteers drawn from members of the local communities. Projects such as The Tapestry have also drawn people from across Scotland and the rest of the world. Prestoungrange Arts Festival is very much a grass roots organisation, which depend on continued support from volunteers. It is always developing opportunities for larger numbers of volunteers to be involved in projects.

Describe your organisation's regular activities and explain how they are funded

Regular activities and one-off projects of the Prestoungrange Arts Festival have included:

- Restoring and reviving the arts and crafts period Prestoungrange Gothenburg as a centre of arts in the town
- Reviving the local Belfield Pottery by providing units for new artists' studios
- Employing a storyteller to work with local communities
- Delivering a murals trail through the town
- Initiating the annual Three Harbours Festival, dedicated to local arts
- Developing interpretive sculpture throughout the town
- Running arts and crafts workshops
- Undertaking the Battle of Prestonpans Tapestry project across Scotland
- Running tours of the town, including the 81 Witches Trail
- Staging a pardoning of the Witches and a cycle of three 'authentic' witch plays
- Publications and leaflets about the local cultural life and heritage of the area
- Developing a new trail for the coal heritage of the area
- Driving the composition of new works of literature and music based on the heritage of the area
- Running the annual Buriss Bursary

Prestoungrange Arts Festival is funded through its own fundraising activities, private donations, grants and of course through the efforts of its many participants. Grants have been received from a variety of organisations including the National Lottery Awards for All and Scotland Unlimited. The Baron Courts of Prestoungrange and Dolphinstoun, a Scottish Charity, since 1997, has also provided sponsorship.

Further details of the work Prestoungrange Arts Festival can be found on:

<http://www.prestoungrange.org/arts-festival/index.html>

1f. Details of your bank account

Account name	Prestoungrange Arts Festival
Bank / building society name	Royal Bank of Scotland
Address line 1	The Royal Bank of Scotland Plc
Address line 2	2 Ayres Wynd
Address line 3	
Town / city	Prestonpans
County	East Lothian
Postcode	EH32 9AB
Sort code (please use the format 11-11-11)	83-26-20
Account or roll number	00271015

1g. Are you VAT registered? No

1h. If your project involves buildings, land or objects, do you own these outright? Refer to Ownership requirements in the Introduction. Tell us if your organisation has a mortgage or other loan secured against the land or building that is part of your project.

If you do not own the land, building or item, tell us who does.

The land is owned by East Lothian Council who are supportive of this application. They have given a commitment for Prestoungrange Arts Festival to undertake this work. (Contact: Tom Shearer - tshearer@eastlothian.gov.uk).

1i. If your project involves land or buildings with a lease, say how many years are left before the lease runs out.

Refer to Ownership requirements in the Introduction.

1j. Have you received advice from us before making your application?

Tell us the name of the person you have discussed your project with.

Isobel Gough

Our aims

We support projects that relate to the national, regional or local heritage of the UK.

To receive a grant, your project must:

help people to learn about their own and other people's heritage (learning);

conserve the UK's diverse heritage for present and future generations to experience and enjoy (conservation); and/ or

help more people, and a wider range of people, to take an active part in and make decisions about heritage (participation).

Section two - Your Project

Your Project

2a. What is the heritage that your project focuses on?

If your project is about heritage that is not physical (such as language or cultural traditions), tell us tell us about the subject and the time period it covers.

If your project is about physical heritage (such as a building or a park), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important in your local area.

Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a site of special scientific interest.

You can feel history all around you as you experience the Waggonway. Dating from 1722, it is the earliest railway system in Scotland. A walk along its course connects you with one of the most important historic landscapes in East Lothian and Scotland.

This landscape has seen industrialisation, the rise and fall of mining, the most significant victory of the Jacobite campaign and the regeneration of a town in modern times. The historic Waggonway uniquely links this important history, taking you on a journey through time.

Although the railway tracks are no longer present, an archaeological survey carried out by Glasgow University Archaeological Research Division (GUARD) in 1999 uncovered deposits, which made up the rail bed, revealing the way in which the Waggonway was constructed. Two iron spikes discovered during excavation were interpreted by GUARD as evidence of Scotland's first railway, which served the local coal mines from 1722.

2b. What is your project?

Please give a short factual description of your project. We may use this on our website or for other publicity purposes.

This project aims to re-vitalise the historic Waggonway that runs through the Battlefield of Prestonpans as a key part of the cultural heritage offer. The Waggonway is a pivotal part of the local heritage, explaining the industrial history of the area. It also provides physical access from Tranent, via the Bing (Meadowmill), through the field of the Battle of Prestonpans and finally ending up at Cockenzie Harbour. The Waggonway also has importance in a modern context as it is a major right of way which meets the John Muir Way and runs past the contemporary industrial site of Scottish Power. The Waggonway therefore links the many elements of the area's past and has an important part in telling the story of how the landscape of Prestonpans and Cockenzie has changed over the centuries. The project is a joint initiative between the Prestoungrange Arts Festival, East Lothian Council and Scottish Power, with Prestoungrange Arts Festival as lead partner.

2c. What are the aims of your project?

Tell us about the specific aims of your project. Your aims should relate to your heritage but also to the people involved

Remember to make sure that they also relate to our 'learning' aim and either one or both of our other aims of 'conservation' and 'participation'.

Refer to examples of projects we have funded for ideas to help you.

Aims

Learning: Develop a clear, coherent and enjoyable experience for users of the path, leading them through the unique history of the area via strategically placed interpretation signage, printed maps, live interpretation (tours) and a soundscape tour. We will also produce a small resource pack for local learning groups and schools. Local people will learn new maintenance and interpretation skills. The users of the Waggonway will have different opportunities to learn through audio, signage and guided tours. Local people will also research the history of the Waggonway for the interpretation signage along its length and for the printed leaflets.

Conservation: Develop, conserve, care for and maintain the Waggonway as a safe, accessible public path. This will be done initially through the sensitive resurfacing of the path, but then through engagement of local people in the long term to become guides, and also care for the Waggonway through learning maintenance skills. We are looking for this work to unite the communities of Tranent, Prestonpans and Cockenzie in caring for their shared heritage.

Participation: Recruit a volunteer team drawn from community groups, schools and local heritage organisations to participate in the development of interpretation, including printed materials and tours, site clearance, conservation and maintenance. We will actively encourage volunteers from the Cuthill area of the town, which is one of the most deprived places in East Lothian (via the local Community Council).

Building awareness of the Waggonway: this significant historic feature is not well known, and as it was the first railway in Scotland it deserves to be better known and interpreted. Its role in local industry was highly important, and rail technology laid the foundations for the growth of industry in Scotland. To that end the project will promote the Waggonway as a place to understand Scotland's industrial heritage. The project, through the work of Prestoungrange Arts Festival will promote this heritage locally, nationally and internationally. It is our intention that this project will lead to the development of a 'Friends of the Waggonway Group' which will help to ensure the project's long term sustainability.

If we award you a grant, before we pay the final 10% of the grant we will ask you to fully evaluate (assess) how well your project has met its aims.

2d. Provide a detailed project plan.

Describe your project as fully as you can.

- We suggest you work through a draft version of the project plan table and share it with colleagues and partners before you fill in the detailed project plan.

- When filled in, the table should give you and your colleagues a realistic project plan. However, we understand that the plan is likely to change and improve as your project develops.

- Remember that the activities within your project should help you to meet our aims relating to 'learning', 'conservation' and/or 'participation'. We have a selection of guidance notes on heritage topics and activities to help you and have identified the relevant ones below.

All projects must meet our 'learning' aim.

- Opportunities to learn about the heritage could include:

- providing information through displays, leaflets or a website;

- encouraging people to be trained in new skills; and

- holding open days, tours or practical sessions.

- You will find it useful to read 'First steps in learning'.

For projects meeting our 'conservation' aim.

- Opportunities to preserve and protect the heritage could include:

- surveys and research to help people understand the heritage better;

- repairing a building or monument;

- carrying out conservation work to a heritage item, archive or collection; and

- providing training in conservation skills as part of the project.

- You will find it useful to read 'First steps in conservation'.

For projects meeting our 'participation' aim.

- Opportunities for people to take part in your project could include:

- developing a volunteer programme;

- holding activities for specific audiences that are not currently involved with your heritage; and

- setting up a new group to allow a wider range of people to make decisions about your heritage (for example, a community advisory group or a youth forum).

- You will find it useful to read 'First steps in participation'.

See example project plans for ideas on how to fill in this table. These show roughly how much information you need to provide, in proportion to the size of the grant you are asking for.

Plan

What: Provide signage that identifies the Waggonway as a heritage walk and historic site.
 When: February 2011 - August 2011
 Where: At each end of the path.
 Who will carry out the activity: Research, Interpretation and Writing : Volunteers from local groups supervised by Prestoungrange Arts Festival.
 Who is the activity for: Development of the signage and interpretation will be a good learning opportunity for volunteers.
 What will you achieve: A clear introduction to the Waggonway that marks its significance and identity.
 2 artists, 2 volunteers.

What: Improve wayfinding signage.
 When: February 2011 - August 2011
 Where: Using way markers every c. 100m
 Who will carry out the activity: Volunteers from Prestoungrange Arts Festival to assist with design (e.g. Waggonway motif)
 Who is the activity for: All path users.
 What will you achieve: A more coherent, easy to navigate experience for visitors. Identity for the route.
 local artist working with local school groups x 10 (c.100 young people)

What: Create interpretive signage at a key point on the Waggonway
 When: February 2011 - August 2011
 Where: On the Waggonway, central location
 Who will carry out the activity: Research, Interpretation and Writing : Volunteers supervised by Prestoungrange Arts Festival
 Who is the activity for: All path users.
 What will you achieve: Learning opportunities for visitors.
 Participation opportunities for volunteers in researching and developing signage.
 2 volunteers to produce the basic text.
 Prestoungrange Arts Festival to refine.

What: Interpret sites of interest visible from the Waggonway path
 When: February 2011 - August 2011
 Where: Cockenzie House, Jacobite Battlefield, Scottish Power compound
 Who will carry out the activity: Research, Interpretation and Writing : Volunteers supervised by Prestoungrange Arts Festival
 Who is the activity for: All path users.
 What will you achieve: Learning opportunities for visitors.
 Participation opportunities for volunteers in researching and developing signage.
 10 volunteers

What: Tidy main trackway
 When: Annually - July 2011 onwards
 Where: Stretching through the Battlefield
 Who will carry out the activity: Volunteers to carry out and maintain path tidying.
 Who is the activity for: All path users.
 What will you achieve: A safer, more accessible, easy to use path for all visitors.
 Working party of 10 people x 4 per year (Spring, Summer, late Summer)

What: Create a new surfaced path
 When: April 2011 to July 2011
 Where: From the Meadowmill end to the end of the main trackway section.
 Who will carry out the activity: Contractor.
 Who is the activity for: All path users. Especially those with access /mobility needs.
 What will you achieve: A safer, more accessible, more easy to use path for all visitors. Access to the battle field.

Plan
<p>What: Recreate a small section of the Waggonway in its historic form (following excavation with Dr Tony Pollard) When: Planning from April 2011, delivery by October 2011 Where: At an appropriate place on the waggonway there will be a small installation to evoke the old waggonway. Who will carry out the activity: Prestoungrange Arts Festival artists, using research by the community. Who is the activity for: All path users. What will you achieve: Improved intellectual access to the site Working with 1 artist from the local community to create a small installation to evoke the Waggonway</p>
<p>What: Train 5 volunteer Waggonway guides p/a to give path tours When: Annually January recruitment, February/March training Where: Whole Waggonway from Tranent to Cockenzie. Who will carry out the activity: Training to be carried out by external trainer. Who is the activity for: All path users. What will you achieve: Interpreting the Waggonway to wide range of users. Development of skills locally. 25 volunteers over 5 years.</p>
<p>What: Recruit and train a network of volunteers (10 minimum) to include Scottish Power employees, Trust contacts, local school pupils, students and community group members. When: Annual January recruitment, February/March training Where: Across the whole Waggonway from Tranent to Cockenzie. Who will carry out the activity: Training to be carried out by BTCV. Who is the activity for: All path users. What will you achieve: Providing the opportunity for skills development, and ensuring the stewardship of the Waggonway. Skills like: dealing with shrubbery, path maintenance, weeding, litter picking, grass cutting, basic maintenance skills 50 volunteers over 5 years</p>
<p>What: Publicise the Waggonway locally, on the Web and in the John Muir Trail Literature. When: Throughout 5 years. Where: The whole route. Who will carry out the activity: In conjunction with East Lothian Council, and their paths publications and via Prestoungrange Arts Festival, Battle Trust website Who is the activity for: All path users. What will you achieve: Raise local and national profile as a key heritage walk.</p>
<p>What: Create a leaflet about the walk, printed initially then available to download from the Web. When: February 2011 to December 2011 Where: The whole route. Who will carry out the activity: A standalone Waggonway walking guide leaflet available in hard copy or to download. Develop a complementary Waggonway soundscape. To be developed with the Battle Trust. Who is the activity for: All users, plus those unable to access the site. What will you achieve: Develop skills in audio recording.</p>
<p>What: Promote locally with free guided walks. When: April - September annually Where: The whole route. Who will carry out the activity: Via recruited guides. Who is the activity for: All path users. What will you achieve: Developing repeat users or groups.</p>
<p>What: Develop ongoing management plan for site. When: February 2011 - August 2011 Where: The whole route. Who will carry out the activity: In conjunction with East Lothian Council – develop a 10 year management plan for the site that covers its maintenance and stewardship. Who is the activity for: All path users. What will you achieve: Develop local skills, plus ensure the long term future of the Waggonway. Use the plan to inform the annual maintenance of the Waggonway and paths.</p>

Plan

What: Develop an MP3 based soundscape walk for the Waggonway

When: June 2011 - December 2011

Where: Prestonpans

Who will carry out the activity: This will be done via schools and Prestoungrange Arts Festival

Who is the activity for: Schools, Prestoungrange Arts Festival, local people, experts

What will you achieve: We will create a downloadable MP3 based soundwalk - which will interpret the Waggonway, battle, and the route from Tranent to Prestonpans - using oral history, interview and ambient sound. This will be done in conjunction with local schools and the Prestoungrange Arts Festival

Section two - Your project

Your Project - continued

2e. More information about your project

Please also tell us the following.

2e1. How you got the idea for your project, what other options you considered and how you know there is a need or demand (or both) for your project?

Many organisations and individuals have contributed to the idea for this project. Some years ago East Lothian Council undertook a study to look into the regeneration of the pathway, known as The Heugh, from Tranent to Cockenzie, to encourage people to use the route, to connect to the John Muir Trail, and to be part of the regeneration of Cockenzie Harbour. Over the years the local community has also been interested in making sure the Waggonway was cared for, resurfaced for access, and interpreted - due to its immense significance on a local and national level. This work was principally championed by Prestoungrange Arts Festival, alongside the Battle of Prestonpans (1745) Heritage Trust, and the local Community Council. Prestoungrange Arts Festival has since taken a lead role and liaised with the Council and Scottish Power to define the project and to move this work forward. The need for the project is clear: the Waggonway is not well cared for and whilst it is not a listed site it is highly important in terms of national heritage. It is well used by the local community as a route. There is also use of the Waggonway as part of the living history effort for the Battle. The John Muir Way is a frequently used tourist trail and there is a need to divert walkers to the Waggonway and Battle site. Finally there is an increasing emphasis on cultural heritage engagement and interpretation in the local community, which is due, in part, to the growing level of activity locally. This increased activity is having a marked effect on the local area and people's perception of it.

Please also provide letters (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.

2e2. What steps have you taken to make sure you have involved the community?

Tell us if you have done any consultation or made efforts to invite the community to take part.

The community has been fully engaged through the work that Prestoungrange Arts Festival does on a regular basis. Aside from the wider consultation with experts, Scottish Power, the Heritage Trust, East Lothian Council and GUARD there have been frequent presentations on the project to a range of local groups and people, and the project was formally launched at a reception at the Scottish Parliament last year for the many stakeholders in the local heritage of Prestonpans. The project is supported by a range of organisations - see the letters of support.

2e3. What will happen to your heritage if you do not get a grant from us?

If we do not receive a Heritage Lottery Fund grant the Waggonway will fall into further disrepair and become increasing overgrown and inaccessible to the local community.

2f. Which main groups of people will benefit from your project?

We need to understand the range of audiences that you are trying to attract with your project.

Our project is meant to benefit a wide range of people and is not specifically targeted at any particular group.

If your project is specifically aimed at a particular group or groups of people, tell us who you are aiming to involve by ticking all relevant boxes below.

- ✓ If your project is intended to benefit a wide range of people and is not specifically targeted at any particular group, tick this box:

Section Three - Carrying out your project

Carrying out your project

3a. When will your project start and finish?

You should aim to finish your project within three years (but it must be fully complete within five years).

Your timetable should allow 10 weeks for us to assess your application.

The programme for the project would be as follows:

November 2010
application to the Your Heritage scheme

January 2011
response from HLF
planning the work
extra research on Waggonway history
begin development of a soundscape for the walk from tranent / cockenzie
recruit guides for training
local competition for motif design for gate / barrier / wayfinding
link with 1745 Heritage Trust on interpretive panel

February 2011
training
engage contractor
works start to resurface Waggonway

March 2011
training
final designs complete for gate / barrier / wayfinding
Waggonway works underway

April 2011
research completed for interpretation
Waggonway works complete
motifs etc fabricated

April / May 2011
guided tours begin
gates / barriers / motifs installed
produce an education leaflet about the Waggonway

September 2011
special event to coincide with the anniversary of the Battle of Prestonpans

December 2011
complete recording and editing of the soundwalk / post on web / produce CDs / mp3's

Annual
April - August
guided tours / walks by volunteers
volunteer led maintenance of the Waggonway
annual re-enactment using the Waggonway
annual schools walks on the Waggonway

3b. How will you manage your project?**3b1. Tell us about the skills and experience of the person who will lead your project and of the people in the project team.****Attach a project management structure.**

The project will be lead by Gillian Hart from the Prestoungrange Arts Festival, and will be supported by Andrew Crummy and Tom Ewing from Prestoungrange Arts Festival. These people have successfully run projects in the local area, and have experience of delivering schemes using lottery and other funds. They also have excellent links with the local council and its staff. The Trustees will be ultimately responsible for the project. During the delivery of the project staff from East Lothian Council will also be assisting the Prestoungrange Arts Festival team, namely Jennifer Lothian (Footpaths), and Paul Zochowski (Planning).

3b2. Tell us about any outside advice you have received or will receive to help you manage your project.

We have received advice from:

East Lothian Council
 Paul Zochowski (Planning Officer)
 Jennifer Lothian (Countryside Paths Officer)
 Darren Barker, Barker Langham Ltd
 Prestoungrange Arts Festival members
 Trustees of the Battle of Prestonpans (1745) Heritage Trust
 Dr Tony Pollard, Glasgow University Archaeological Research Department

3b3. Tell us what will happen to things that your project has produced (for example, an exhibition or a spoken record of history) after the funding ends.

Information will be made available:

- as part of annual 3 Harbours Festival
- in local library
- local heritage museum
- in the Prestoungrange Gothenburg
- on Prestoungrange Arts Festival website
- as part of east Lothian Council's path networks promotion
- in local volunteer bureau
- in schools
- audio will be promoted on the web and locally

3b4. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it.**You may find it useful to read First steps in conservation.**

A team of volunteers will be recruited under the guidance of trained staff from East Lothian Council to tidy the pathways four times a year.

Freedom of information

We must comply with the Freedom of Information Act 2000. When you sign the declaration at the end of the application form, you are confirming that you do not object to us releasing sections 2 and 3 of this form to anyone who asks to see them. If there is any information in sections 2 and 3 of the form that you don't want us to make publicly available, please say this in the space provided and explain your reasons. We will take these into account when we respond to any request for access to those sections. Otherwise, we will release sections 2 and 3 to the public if we are asked to. We may also be asked to release other information contained elsewhere in the form and we will take account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998 when we respond to these requests. In those cases, we will always consult you first.

All of this information can be made publicly available.

Section Four - Costs of Your Project**Costs of Your Project****4a. Complete the tables below**

Cost Heading	Description	Cost (£)	Non Recoverable VAT (£)	Total (£)
A:New staff				
B:Professional fees				
C:Recruitment				
D:Mentor				
E:Purchase price of heritage items				
F:Repair & conservation work	Repair and providing an appropriate surface to the core Waggonway section - whindust finish at £30 per linear metre x 550 metres	£16,500		16500
G:New building work	New interpretive signs x 5 along the route (5x£1250) new way markers from Tranent to Cockenzie (20 x £150.00), new gate at the north end of the track with Waggonway motif(£3000), new pedestrian barrier at south end with Waggonway motif (£1500.00)	£13,750		13750
H:Equipment & Materials	Small recreation / art work that interprets the look and feel of the original waggonway	£2,000		2000
I:Training for staff	Volunteer manager / trainer for maintenance of waggonway / footpaths, 4 sessions per annum (over 5 years)	£2,500		2500
J:Training for volunteers	Training of five waggonway guides per annum (over 5 years)	£2,500		2500
K:Travel for staff				
L:Travel for volunteers				
M:Expenses for volunteers				
N:Production of learning materials	Produce a walk leaflet based on research (£1500), and develop / record an MP3 (£5000.00)	£6,500		6500
O:Other	Volunteer research into Waggonway heritage, publish results	£2,000		2000
P:Publicity & promotion	Create a small website, plus hosting costs to publicise the project	£3,500		3500
Q:Evaluation	Short evaluation report by external consultant at project end.	£2,000		2000
R:Overheads				
S:Contingency	Small project contingency	£2,500		2500
T:Inflation				
U:Cost Totals		£53,750		53750

Funding Heading	Description	Total (£)
V:Cash	Prestoungrange Arts Festival (5K), and Scottish Resources Group (£500)	£5,500
W:HLF grant		£48,250
X:Income Totals		£53,750

HLF Grant Percentage 90

4b. Are there any non-cash contributions or volunteer time to help carry out your project?

We encourage and welcome non-cash contributions including volunteer time irrespective of whether you are able to offer a cash contribution. This helps to demonstrate commitment to your project.

Non-cash contributions can be things you need for your project that you do not have to pay for, for example - the use of a room in a local college for regular meetings or materials being donated by a local building firm.

We also welcome time volunteers give to your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. You should use the following rates to work out the financial value of the time volunteers contribute.

- Professional labour (for example, accountancy or teaching) - £350 a day
- Skilled labour (for example, administrative work, carpentry or leading a guided walk) - £150 a day
- Unskilled labour (for example, clearing a site or working as a steward at an event) - £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project.

Non-cash contribution	Estimated Value
Managing the project (10 days year 1, 2 days x 4 years = 18 x £350)	6,300.00
Volunteer time (40 people x 5 years x 50.00)	6,000.00
Total	12300

Description of volunteer tasks	No. of days	£ per day	Estimated value

Total 0

Additional Information

Additional information about your organisation

This part of the form aims to collect the information we need to report on our funding. For example, we may want to see if there are certain groups that ask for pre-application advice but do not go on to send in full applications. We will not use this information to assess any future application.

If your organisation specifically represents a particular group or groups of people, tell us which by ticking all relevant boxes below.

- If your organisation represents the interests of a wide range of people and does not specifically represent any particular group, tick this box only

Supporting Documents

List of documents you must send with your application form

If you have electronic versions of the supporting documents, attach them where it tells you to below. If you will be sending them to us as a hard copy, send them with your signed declaration and number them as numbered below. Please say in the right-hand column how you will send the documents.

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include:

the name and aims of your organisation;

a statement which prevents your organisation from giving its income or property to its members during its lifetime;

a statement which confirms that, if the organisation is wound up or dissolved, its assets will be given to another charitable or not-for-profit organisation and not to the organisation's members; and

the date when the constitution was adopted.

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

Electronic

2. For joint applications - a copy of a short agreement which sets out how the project will be managed and the specific role of each partner.

Not Applicable

3. Copy of your organisation's accounts for the last financial year (this does not apply to public organisations)

Electronic

4. Copies of deeds or leases or other proof of ownership if your project involves work to land, buildings or heritage items

Not Applicable

5. A small selection of visual aids that you consider will help illustrate your project (for example, drawings, and photographs)

Electronic

6. Letters of support (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.

Electronic

7. Job descriptions for any new staff positions that are included in your grant request.

Not Applicable

8. A project management structure.

Electronic

Declaration

Standard terms of grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. By signing the declaration, you are confirming, on behalf of the organisation that you represent, that any grant we pay to you will be based on these terms and conditions, unless we choose to draft a contract which is specifically tailored for your project.

Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anyone for any loss, damage or costs arising directly or indirectly from an application.

- I have read, understand and accept the notes (including the standard terms and conditions of the grant) that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people.**
- The project, and my organisation's role in it, falls within my organisation's powers and purposes.**
- My organisation has the power to accept a grant, under your conditions, and the power to pay back the grant if we are not meeting the conditions of the grant.**
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my application is not valid, in which case you will [cancel the grant and claim back the money we have received/stop assessing my application and return it, and/or withdraw any grant you offered us].**
- The project has not yet started and will not do so until my organisation receives permission from you.**
- I accept that you may make the information contained in this form available to members of the public who ask to see it under the Freedom of Information Act 2000. I understand that you will treat this information in line with the Data Protection Act 1998 and the Freedom of Information Act 2000 and that, unless I have said otherwise, you will make sections 2 and 3 of this form available to the public if you are asked to. I understand that you will take account of any objection I make to you releasing the information contained in sections 2 and 3 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 (which may mean you have a duty to make the information available even if I have objected to this) and I agree that you will not be held responsible for any loss or damage we may suffer as a result of you meeting those responsibilities in line with the law.**
- I am authorised to put forward this application on behalf of my organisation and to sign this declaration.**
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will have a duty to keep to the standard terms and conditions, which will include all the further terms and conditions and any changes the standard terms refer to, as explained in the notes with the application form. The only exception to this will be if you decide to draft a specific contract for our project, in which case you will tell us about this in the grant offer letter.**

We will take your signatures on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000; and

- accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

The person signing this declaration must be different to the person named as the contact under question 1c and must have the authority to do so(for example, the chief executive, director, chairperson, vice-chairperson, secretary or treasurer of your organisation).

If your project involves a partnership, the lead partner's authorised person should sign this on behalf of the partnership.

Signature:

Print Name:

Job Title:

Date: