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## Appendix 2: HLF Application

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### National Lottery Grants for Heritage - Application Form

#### 1. YOUR PROJECT

**1a. Is this your organisation's first application to us?** Yes

**1b. Summarise your project**

In no more than 200 words please provide a summary of your project, if necessary use bullet points. Please note the summary you provide is the only part of your application form which is seen by decision takers. This is presented alongside our Officer's assessment of your application

**Redhills Revealed** provides access and engagement with the rich mining heritage of County Durham by securing the future of the listed Durham Miners' Association Hall, its archives and collections and allows the DMA to evolve into a sustainable charitable body with resilient finances and constitution. Built in 1915 Redhills is the site of the 'Pitmans' Parliament', the most outstanding example of trade union architecture in Europe and a focal point for mining communities. Opened when the Durham coalfield employed 200,000 men, Redhills was paid for by mining families, symbolising collective strength, our project builds on that passion through our work with community volunteers in mining banners, brass bands, art and literature. Redhills story is intimately involved with local, national and international events of the 20<sup>th</sup> century and with current issues of fossil fuels and climate change. Previously rarely open to the public, we will reveal our heritage by increased opening, new interpretation and

conservation of building, grounds and collections. Improvement and extension of facilities will make the building live as a centre for education, events and the culture of the coalfield community while welcoming new communities of interest, boosting the local economy and making Durham a better place to visit.

Currently 200

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**1c. Where will your project take place?**

If your project will take place across different locations, please use the postcode where most of the project will take place.

Redhills: Durham Miners Hall, Flass Street, Durham, DH1 4BE

Local Authority within which the project will take place - County Durham

Constituency within which the project will take place - City of Durham

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

513518-682283

**1d. Explain what need and opportunity your project will address.**

The Miners Hall is in need of extensive work, with our building condition survey identifying areas of serious risk and the need for urgent repairs and long term

overhaul. The work that is required is relatively straight forward, a new roof and a mechanical and engineering overhaul. Improved drainage, weather proofing and energy efficiency. Serious, possibly disastrous decline however, is only a matter of time. In the event of a serious, unforeseen incident the building would be facing closure and or sale.

This conservation and improvement programme is therefore essential in preventing the loss of the miners hall to ruin or to the market.

Following the end of deep coal mining in Durham in the early 1990's the DMA must evolve into a new charitable body to maintain its culture and legacy as the resources which previously supported the building diminish and the need for a trade union for ex miners declines.

There is currently a window of opportunity for support from a variety of funders and users of the building which is likely to be of limited duration. There is an identified market opportunity to improve and use the building for –conferencing and the visitor economy which will contribute to commercial viability and widen access to our heritage.

Public appetite resulting from increased profile – Historic England vote to nominate England's 100 Irreplaceable heritage places, the 150<sup>th</sup> anniversary of the founding of the DMA in 1869. Opportunity to use building as locus for sustaining wider coalfield culture of art, literature, banners and music at a time when many of these communities continue to struggle with economic and educational problems. Our vision is that Redhills becomes a year-round locus for the pride and identity embodied for one day each year Durham Miners Gala.

At the same time, the story of the DMA presents an opportunity to tell the story through interpretation and activity about the impact of deep coal mining. As the world becomes increasingly concerned over issues of fossil fuels and climate change, the legacy of 200 years of coal mining allows us as part of our story to provide interpretation on the issue of carbon footprinting and carbon offset - demonstrating through refurbishment of our building and standards of our new build how historic buildings and construction standards can help solve the problem.

### **1e. Why is it essential for the project to go ahead now?**

The physical risk to the building described above is time sensitive with a November 2017 survey indicating an estimated 5-10 years use left in the current roof without intervention. There are significant restrictions on the building's commercial potential resulting from the limited infrastructure. Costs to run the building increase year on year due to the poor condition of the premises and increasing fuel prices.

Resources are at low levels meaning any significant damage or incident effecting the fabric of the building could ultimately result in the closure or sale of Redhills.

At the same time Durham Miners Association is an organisation in changing circumstances. The leadership of the DMA has changed radically in the past three years due to bereavement and ill-health related retirements. The changing leadership and ever-decreasing number of ex-miners, combined with 2019 being DMA's 150th year means our attention is very much focused on the legacy of our organisation.

The age of our community, and as such condition of our shared heritage is also precarious, with limited opportunities to capture first hand accounts of the 20th

Century history of the coalfield and an urgent need to amplify and share our traditions with new generations in order to secure the future of the coalfield's culture. The opportunity for those who have developed and supported this vision from day one - including County Durham's banner groups and the DMA membership - is time-sensitive, impressing upon us the urgency and import of our work.

As a result of our 150th anniversary year and recent inclusion in Historic England's list of '100 Irreplaceable Places' (and associated publications) means Redhills benefits from a significantly increased profile and national attention. In the past 18 months Redhills has featured in the Financial Times, The Daily Mirror, BBC Online Magazine

There is also a confluence of our own circumstances and external relations and opportunities for partnership. Durham County Council is a key partner with whom we share an excellent working relationship - demonstrated by our partnership and investment agreement Durham County Records Office's relocation and renewed focus on coalfield heritage also enables us to undertake an ambitious archiving project which would see the completion of the DMA's archival material being made available to the general public. We also benefit at the present from significant Trade Union support, as evidenced by the collective investment in the project which at present totals X.

The investment of the unions, alongside the support of DCC is essential to securing the future of Redhills and legacy of DMA. The availability of such significant financial support is recognition of the critical point at which we found ourselves within the organisation's life - and the significant commercial of Redhills as a conferencing hub for County Durham and the North East.

**1f. Tell us what advice you have received in planning your project and from whom.**

We have commissioned the following consultants and organisations to

- RNJ Construction Consultants: Building Survey with costings, new build construction costings.
- Archaeo-Environment: Heritage Statement, Application mentoring, Collections Appraisal, Planning Statement for Pre-Application Enquiry.
- Howarth Litchfield: Outline concepts and draft designs to RIBA Stage 2. Outline costings for construction.
- Oobe: outline landscape design and planning, topographical survey and Development Stage and Delivery Stage outline costings.
- All About Trees: Tree survey
- Barrett Environmental: Environmental report and bat risk assessment
- NDM Heath Ltd: Sustainable Energy Services: Guidance on energy efficiency and recommendations around material and operational changes for improved energy performance.
- DCC Planning and Conservation: Ongoing consultation and pre-application planning enquiry response.
- Durham County Record Office regarding collections management and activities
- Business Durham; business planning support, mentoring and staff training.
- Visit County Durham; conference and meetings industry knowledge, marketing support.
- Tourism UK; Visitor economy market assessment with special focus on association conferencing.
- Mustard&; Business planning and application development support, condition appraisal for cultural heritage.

Advisory Board: Our advisory board was first convened in November 2016 and has since met on a regular basis to ensure a broad spectrum of stakeholders are included in the ongoing development of the project and consulted on decision making in relation to the future of Redhills and proposed activity.

- Durham Energy Institute
- Durham University
- Durham County Council
- Spennymoor Mining Museum
- County Durham Community Banner Group Organisation
- Education 4 Action
- Empty Shop CIC
- Durham Banner Makers

**1g. Tell us about the people who will benefit from your project.**

- Coalfield community including DMA members, banner groups, brass bands and community historians.
- Volunteers existing and new
- Children and young people on educational visits and taking part in our activities
- Visitors to Durham and North East
- Residents and businesses of Durham City and surrounding areas
- Audiences attending our improved events and activities.
- Audience types?

**1h. Does your project involve heritage that attracts visitors?**

Our business planning to date is predicated on a mix of in-region visitors (primarily those within a 2 hour drive time planning day trips) and out of region visitors seeking to extend their dwell time in Durham city - and contribute to an increase in conversion of day visits to over night stays.

In recognition of this Visit County Durham have indicated support to feature Redhills in promotional materials for both Durham city and County Durham, including the addition of the building to group tour operators for inclusion within itineraries. With

this in mind we have already liaised with Blue Badge tour guides currently operating in the city and piloted a programme of guided tours of the building and grounds.

Additionally a key part of our business planning is the national association conference and meetings market. Once again, supported by Visit County Durham, Redhills' new state of the art conferencing facilities will be promoted under the 'Meet In Durham' brand. Tourism UK have been commissioned to undertake a piece of research making a market share assessment in support of our business planning

**1i. Will your project be delivered by a partnership?**

No.

**1j. What measures will you take to increase positive environmental impacts and reduce negative environmental impacts?**

Improving the environmental performance of the building is a core aim of the proposed conservation and renovation works. In the preparation of our bid we have commissioned advice from specialist historic building advisors in energy improvement and conservation. In our development phase we will explore how our historic building performs and how it can be made more energy efficient through the use of insulation, energy saving measures and use of renewable energy such as heat pumps and PV cells while addressing its conservation needs as a listed building. We will also ensure high standards of environmental performance from the new build elements of our project. Information from this work will also inform our visitor interpretation as part of the story of coal and fossil fuels. Improved awareness of environmental impacts and education about carbon capture is a central tenet to our project. We will integrate the environmental impacts of the intensively mined Durham coalfield throughout our interpretation strategy and activity plan - contrasting the measures taken by DMA in the redevelopment of the building, with the carbon footprinting of the coal mining industry in Durham.

**1k. As well as acknowledging your grant as set out in our requirements, we expect you to provide special access and/or offers for National Lottery players, on at least an annual basis. Please tell us how you would do this**

The narrative of the subscription based commissioning of Redhills in the 1910s has much in common with the lottery-funded model which will support the conservation and expansion of the building in the 2010s. As such we will commemorate the anniversary of the opening of the building every October 23rd with a free open day - as well as engaging for the first time with National Lottery Open Days and expanding our current participation in Heritage Open Days.

Additionally the critical support of lottery players to the future of the building will be integrated into our interpretation strategy and tour guiding script - contrasting the DMA-membership built original structures with the Lottery supported new-build spaces.

112 words

## **2. THE HERITAGE**

**2a. Tell us about the heritage in your project and why it is important to your organisation and community.**

Coal mining in County Durham has been going on for several hundred years, but in the last two centuries the demands of the industrial revolution saw a massive increase in extraction. To facilitate this the local population was increased with

significant immigration from all points of the British Isles and Ireland creating new communities which prospered and grew and developed their own distinct culture. The foundation of the DMA in 1869 provided a focal point for these communities and saw the flowering of an amazing collective effort to improve working, social and education conditions. The Miner's Gala every July, banners, brass band music, artists, poets and a distinctive language are evidence of a vibrant culture but one which with the end of deep mining in the early 1990's is increasingly under threat against issues of poor economic and educational access across the former coalfield. At Redhills, the coalfield finds a focal point for its culture and pride and somewhere to collectively celebrate and share its rich heritage.

Redhills is the finest example of purpose built Trade Union Architecture in Europe. Currently listed at Grade II it has also been identified as one of Historic England's 100 'Irreplaceable Places'. Identified as one of the top ten sites in the category of Power, Protest and Progress, the designation stated " It was here that important debates shaped the lives of whole communities in the Durham coalfield... The Pitman's Parliament is working class leadership manifested in bricks and mortar."

Home to the DMA since 1915 Redhills was paid for with subscriptions of DMA members as the symbolic and democratic heart of the coalfield. The pitman's parliament holds a seat for each colliery and with a voice for all miners. At a time of political and socio-economic division Redhills can act as a locus for shared history and empowering new generations.

The building itself was designed as an architectural expression of the importance and value of coal mining in the county - and the status of Durham Miners. As such it has always been a source of pride for the coal mining communities. The driveway's sense of arrival and the imposing, grand nature of the hall reflect the desire of the union to negotiate as equals with mineowners. The statues and portraits feature books and scrolls to indicate that the DMA's founders were auto-didacts and learned

men of equal standing. The Council Chamber, or Pitman's Parliament (modelled in the style of a Methodist chapel) was built with integrated writing desks for all lodge delegate seats - once again indicating the Union's literacy and intellectual weight to match the strength of the labour force.

Redhills is home to an extensive collection relating to the heritage of the coalfield and the union. More than 300 objects - paintings and drawings, sculpture, miscellaneous items, costume, furniture and banners - are on display or accessible within the building. There is also a large amount of archive material (framed photographs, prints, posters and other pieces of printed ephemera) on display within the building.

Additionally there is an archive of approx. 78 cubic metres held in the basement which will be removed, triaged and transferred to Durham Record Office (DRO) for public access. Large parts of the DMA archive are already in either the DRO or Sunderland University Library, our project will seek to ensure all parts of the archive are digitised and made available online.

In the grounds of the hall there is a mixture of managed and natural greenspace. The Easington Memorial Garden was created as a response and a memorial to those who lost their lives in the Easington Colliery disaster in 1951. As well as a small allotment and apiary the grounds also feature the medieval Flass Well - one of Durham city's seven holy wells, providing a link to an existing walking route and pre-DMA heritage.

**2b. Select the type of heritage that best describes your project:**

Please note you can only select one option.

- Historic Buildings and Monuments

**2c. Is the heritage considered to be at risk?**

Yes

**2d. Does the heritage have any formal designation?**

Please select the options that apply.

Grade II listed building and within a conservation area.

**2e. Will you be undertaking any capital work as part of your project?**

The capital works for the project involve a full renovation of the Miners' Hall and Pitman's Parliament plus 'new build' to provide the flexibility of space to provide modern and complementary conferencing, practice and performance capability. The renovation involves a full roof refurbishment, complete heating and electrical overhaul and repairs to stonework and original features. Windows and facades will also need attention. Externally, roadways and landscaping need to be undertaken to optimise car parking and rationalise the gardens and tree population while building in benefits for nature. The new build, to the rear of the building and hidden from the public-facing front elevation, will be of empathetic design as a modern complement to the red brick Edwardian Grade II listed structure. We have sought advice on these plans from relevant authorities. Historic England's letter of support states "The extension will release pressure on the interior of the listed building to make drastic changes. It is also an opportunity to add a new layer to the building to reflect its new purpose." The cost division between the refurbishment and new build is, respectively, £3m and £2m

**2f. If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.**

**Please select the option that applies.**

Durham Miners Association (Unincorporated)

**Are there are legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?**

Grade II listing

Tree protection order

Conservation Area

**Has a condition survey been undertaken for the heritage asset in the last five years?**

Since 2017 we have commissioned the studies and surveys listed below, an executive summary of which is attached as a supporting document to this application.

Building Survey: RNJ

Heritage Statement: Archaeo-Environment

Collections Appraisal: Archaeo-Environment

Archives Appraisal: Durham Record Office

**Cultural Condition Survey:** Mustard&

Environmental Survey, including Bat Survey - Barrett Environmental

Topographical survey - AMR Geomatics

Tree survey - All About Trees

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

Yes. At present DMA Unincorporated retain the asset of Redhills and the surrounding properties however legal arrangements for the transfer of assets to a new not for profit company and charitable body structure are underway and expected to be confirmed shortly after this application is submitted.

**3. MANAGING YOUR PROJECT**

**3a. Has your organisation taken on a project of this scale in the last 5 years?**

No

**3b. Tell us why this is the most appropriate project for your organisation to take on at this time.**

In our 150th year the DMA is at a critical juncture. With an aging and ever-decreasing membership we recognise that Redhills, built with the ha'pennies of working Durham Miners a century ago, will be our legacy. If we do not act now, under the stewardship of the last ever generation of Durham Miners, this legacy will be lost to and with it, much of the intangible culture and community memory of the Durham Coalfield. Our programme is designed to ensure this never happens with the creation of a sustainable, heritage asset and community resource placed into the hands of an appropriately constituted, legacy organisation. The partnership funds being made available to the project reflect the urgency and import of this mission - and the quality and credibility of our vision.

**3c. Does your organisation need to undertake any capacity building activity to better deliver your project?**

Yes. Since beginning this project we have expanded DMA capacity significantly - expanding from a single part time project lead to a team of four part time staff and supporting advisory board. We have also commissioned the following additional expertise to support us at each stage of the development of this application.

- Project management
- Heritage Consultants
- Quantity surveyors
- Architects
- Landscape designers
- Environmental consultants and surveyors
- Business planning consultants

We recognised however that we will need to build capacity stage by stage. At present we anticipate expanding the project team to four contracted staff as well as commissioning independent project management and the following consultants. Further detail is available in our Business Plan as APPENDIX X

**3d. Tell us about the jobs and / or apprenticeships that you will create to deliver your project.**

DEV STAGE Staffing structure outline then link to appendix

**Development phase**

**3e. What work will you do during the development phase of your project?**

**3f. Who are the main people responsible for the work during the development phase of your project?**

Ross Forbes - Programme Director

Nick Malyan - Engagement Programmes Manager

Helen Newcomb - Administration

Andy Dowson - Communications

**3g. Complete a detailed timetable for the development phase of your project.**

Sept 2019 - May 2021					
<b>Task</b>	<b>Start month</b>	<b>Start year</b>	<b>End month</b>	<b>End year</b>	<b>Who will lead this task</b>
Project procurement begins	Nov	2019	Jan	2020	Programme Director
Evaluation brief issued	Nov	2019	Jan	2020	Programme Director
Development Phase Evaluation begins	March	2020	April	2021	Programme Director
Design specification to RIBA 3	Jan	2020	March	2020	Architect - TBA
Additional building surveys	Jan	2020	July	2020	Construction co - TBA
Management and Maintenance Plan	July	2020	Sept	2020	Programme Director
Landscape design	May	2020	July	2020	Landscape designers TBA

Environmental and ecological survey	May	2020	July	2020	Barrett Environmental
Conservation Plan	Sept	2020	Jan	2021	Heritage consultant - TBA
Capital works project plan	Sept	2020	Jan	2021	Construction co - TBA
Fundraising	Sept	2019	March	2021	Fundraising officer
Ongoing stakeholder consultation	Sept	2019	May	2021	Engagement Manager
Activity and audience development	M/arch	2020	April	2021	Engagement Manager
Project Business Plan	Jan	2020	March	2021	Programme Director
Delivery phase application submission	Jan	2021	May	2021	programme Director

**3h. Tell us about the risks to the development phase of your project and how they will be managed.**

Delivery phase

**3i. Who are the main people responsible for the work during the delivery phase of your project?**

**3j. What work will you do during the delivery phase of your project?**

Delivery phase					
Sept 2021 - July 2025					
<b>Task</b>	<b>Start month</b>	<b>Start year</b>	<b>End month</b>	<b>End year</b>	<b>Who will lead this task</b>
Delivery phase procurement begins	Nov	2020	June	2021	Programme Director
RIBA Stage 3 planning / listed building consent	Jan	2021	December	2021	Architect - TBA
RIBA Stage 4 technical	Dec	2021	April	2022	Architect - TBA
Stage 4 Tender	Dec	2021	April	2022	Programme Director
Design sign off	May	2022	May	2022	Programme Director
Stage 5 Construction	June	2022	Sept	2022	Construction Co - TBA
Activity Plan - Off site	June	2022	July	2023	Engagement Manager
Activity plan - on site	Nov	2023	July	2025	Engagement Manager
Conservation Plan					Heritage consultant
Management and Maintenance Plan					Construction Co - TBA
Project Business Plan					Business consultant
Sale of assets if required	October	2021	November	2022	Programme Director

**3k. How do you plan to cash flow the delivery phase of your project?**

Durham County Council's investment in the programme will be broken down over four financial years with investment of £250,000 per year. Trade Union support will be broken down along similar lines to ensure we have a healthy cash flow throughout the project and can avoid any significant funding gaps.

If fundraising efforts at Development Stage are unsuccessful DMA properties currently listed as collateral will be marketed at the commencement of Delivery Stage to ensure the proceeds from sales are available at the earliest possible opportunity, to be dispersed over the life of the project.

Complete a summary timetable for the delivery phase of your project.

**3m. Tell us about the risks to the delivery phase of your project and how they will be managed.**

**3n. When do you expect the delivery phase of your project to start and finish?**

**Project start date** - September 2021

**Project finish date** - July 2025 (assuming five year life of project begins from stage 2 commencement?)

**3o. Are there any fixed deadlines or key milestones that will restrict your project's timetable?**

Yes

## **4.PROJECT OUTCOMES**

4. Select the outcomes your project will achieve and explain how you will do this:

Achieving the outcome 'A wider range of people will be involved in heritage' is a mandatory requirement. **Please note:**

- *If your application is successful you will be expected to report against the outcomes you select.*

a. A wider range of people will be involved in heritage. Redhills is physically hidden and its rich collection of stories and collections seen by only a few. Recent work to host music, film, book festival, Lumiere and other events has taken small steps to widen our audience. A much bigger national and international audience remains unexploited.

b. Heritage will be in better condition. Listed building, designed parkland, collections and archives conserved.

c. Heritage will be identified and better explained. Collections catalogued, displayed and interpreted. Wildlife value and access to green space improved.

d. People will have developed skills. Volunteer support and training in historical research, interpretation, textile conservation, music.

e. People will have learnt about heritage, leading to change in ideas and actions. The story of Redhills provides a way to better understand the politics of the 20th century, the development of workers' rights and encourage democratic participation. The environmental impact of two centuries of coal extraction and use will be

explored against the story of climate change, initiatives for societal change and renewable energy.

f. People will have greater well-being. Our project is rooted in community and how together people can build and create great things. Redhills acts as a focal point for communities to celebrate their heritage through banner groups, music, debate and events.

g. The funded organisation will be more resilient. The project will support the move from a former trade union to a charitable body with a sound financial and volunteer support base.

h. The local area will be a better place to live, work or visit. Redhills will be an important addition to the cultural offer of Durham through its focus on 'people's' culture and will provide accessible greenspace in the City.

i. The local economy will be boosted. Permanent jobs will be secured and the planned events and conferencing facilities will provide income and additional employment.

## **5. AFTER YOUR PROJECT ENDS**

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

### **5a. How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?**

Central to our planning, and securing our partnership investment, is the business case for the redevelopment of Redhills. Our business plan (Attached) outlines in detail the diverse revenue streams we have identified as central to the sustainable operation of Redhills for future generations. These include the conference and

meetings market as well as cultural events - in addition to our current revenues derived from the rental market.

Central to our planning is Redhills' place in the North East visitor economy - as evidenced by the letter of support from Visit County Durham.

The sustainable operation of the building is fundamental to securing the legacy of the DMA. Redhills will become through this programme of works a community asset, where the heritage of the coalfield is shared with visitors as well as practiced and reproduced by future generations from the North East of England. Our Activity Plan kickstarts a number of projects that engage diverse audiences whilst also preserving our cultural heritage. Building these audiences will begin in the Development phase and continue through Delivery to ensure stakeholder commitment and audience buy-in to our cultural offer. Where possible activity is also delivered in partnership to build resilience into individual projects.

Once again, a sound business footing will be integral to delivering a cross subsidy model and protecting Redhills' ability to act as a community hub.

**5b. Tell us about the main risks facing the project after it has been completed and how they will be managed.**

**5c. How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended?**

In planning their legacy DMA Unincorporated have established DMA Limited. DMA - a younger and more diverse organisation with a range of skills that were not

previously accessible to the organisation. Diversifying and growing the organisation is essential through both the Development and Delivery phases of the project.

**5d. How will you evaluate the success of your project and share the learning?**

## **6.PROJECT COSTS**

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

## **7. YOUR ORGANISATION**

**7b. Legal status of your organisation. Please select one of the following:**

- **Local authority**
- **Other public sector organisation**
- **Registered Charity**
- **Registered Company or Community Interest Company (CIC)**
- **Faith based or church organisation**
- **Community or Voluntary group**
- **Commercial organisation**
- **Other**

**7c. Tell us about your organisation's main purpose and regular activities.**

DMA Unincorporated is a former trade union that now operates as a claims handling and welfare advice service to its membership of just over 2000 ex coal miners. It also currently acts as a landlord, renting out residential and office accommodation within its historic assets. In November 2017 it established the not for profit company limited by guarantee, Durham Miners Association Limited. The new company is the body charged with securing the future of Durham. Since that point DMA Ltd has fundraised a little over £250,000 to deliver this application as well as making material improvements to Redhills and developing audiences through pilot activity.

In the development stage of this programme DMA Limited will assume ownership of all DMA assets and begin the transition of management and operation of all DMA buildings. At the development stage we will commission a buildings management and maintenance plan for implementation at the Development Stage whilst also identifying any additional capacity building work that may need to be integrated into our programme.

**How many people does your organisation employ?**

6 permanent staff, three self employed project team members.

**Tell us how you review the Governance and Senior management arrangements in place for your heritage.**

**Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your grant funding?**

Durham Miners Association Ltd will expand its board membership broaden expertise, competencies and diversity. This process has already begun and will be consolidated at the point of the transfer of assets in summer 2019. A charitable trust

will also be established to take ownership of the property and other fixed assets of the DMA. DMA Ltd will be retained as the trading arm of the Charitable Trust acting as a conduit for surpluses from the established revenue streams (rents, retail and subscriptions) to be paid to the Charitable Trust.

**How many board members or Trustees does your organisation have?**

DMA Ltd currently has six directors which will expand to 12 at the transfer of assets

**How much did your organisation spend in the last financial year?**

£138467 – please see appendix XXX for management accounts to November 2018

2019 year end accounts still in preparation

**What level of unrestricted funds is there in your organisation's reserves?**

Zero

**Do you have a financial reserves policy? We may want to see this.**

The financial reserves are currently held with the legacy organisation and will be transferred as part of the overall asset transfer. The current reserve intended for transfer is circa £200,000.

**7d. Is your organisation any of the following? If so please provide the information requested.**

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

- **Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number**
- **Company or Community Interest Company (CIC) - give registration number**

Private Limited Company by guarantee, not for profit, without share capital use of 'Limited' exemption. Company number 11077903

**7e. Are you VAT-registered?**

No

**7f. Do you consider your organisation's mission and objectives to be: Please select the options that apply**

- **Black or minority ethnic-led**
- **Disability-led**
- **LGBT+-led**
- **Female-led**
- **Young people-led**

No

**And in Northern Ireland only:**

- **Mainly led by people from the Catholic communities**
- **Mainly led by people from the Protestant communities**

**7g. Details of main contact**

**Name** –Ross Forbes

**Date of birth** 19/07/1957

**Position** Programme Director and board director

**Is the address of the main contact the same as the address in 7a?**

**Daytime phone number, including area code** 0191 3868413

**Alternative phone number** 07768876691

**Email address** admin@redhillsdurham.org

**Tell us about any particular communication needs this contact has.**

**If the main contact is not an authorised signatory for your organisation please include the details of an authorised signatory below:**

**Name**

**Position**

**Contact telephone number**

**7h. Does your organisation use social media? If so, please provide us with some information (for instance, your organisation's twitter handle).**

We currently have a range of active Facebook, Twitter and Instagram accounts for Durham Miners Association, Redhills and Durham Miners Gala. The content for these accounts is focused on sharing and promoting our heritage and currently has a combined reach of more than 60,000 individuals including a significant following from the Coalfield diaspora in North America, Australia, New Zealand.

## **8 SUPPORTING DOCUMENTS**

**Below is the list of supporting documents that are relevant to this grant programme. If the supporting document does not relate to the project you are proposing please select not applicable.**

**Please do not submit any additional documents that do not appear below.**

**Where possible, all documents should be provided in digital format (either as an attachment to this application form or sent as an email to your local office). We must receive all supporting documents, whether they are in digital format or hard copy, by the published application deadline.**

### **Development Phase**

#### **1. Governing Document (e.g. constitution)**

**We do not need to see your governing document if:**

- **You are a public organisation (e.g. a local authority)**
- **You are a commercial organisation**

#### **2. Accounts**

Your most recent audited or accountant verified accounts. We would like to see your accounts from the last three years. We would also like to see your management accounts.

If you are a newly formed organisation and do not have a set of audited accounts, please submit your last 3 bank statements or a letter from your bank confirming that you have opened an account.

**We do not need your accounts if you are a public organisation (e.g. a local authority).**

### **3. Detailed cost breakdown**

Spreadsheet detailing the cost breakdown in Section six: Project costs. This document is mandatory for all applicants.

### **4. Partnership agreements (if applicable)**

If you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. You can find an example of a partnership agreement on our website, which you may find helpful as a starting point. This agreement should reflect the needs of your project and you may need to seek independent advice.

**You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.**

### **5. Job descriptions**

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post.

Please note: You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff or are moving an existing member of staff into the project post.

## **6. Briefs for internally or externally commissioned work**

Briefs describe any work you plan to commission during the development phase of your project. If you are commissioning work (e.g from an artist or an architect) then you should submit a brief. The brief should describe the works, how long they will take, and how much they will cost. You can find a template brief on our website.

For fees over £10,000 you should obtain 3 competitive tenders or quotes, for fees over £50,000 we will expect you to provide proof of the competitive tendering process.

## **7. Images**

If relevant, please provide images that help illustrate your project.

For example, if your project focus is a local photography archive, you may wish to provide a few images of the collection. Or, if your project involves a community garden, you may wish to provide a map.

If you are seeking to improve a landscape or conservation area you should include a map of the area that shows the location of all the projects you will deliver.

## **8. Letters of support**

Letters of support are a good way of showing us that you have spoken to other people and that they are interested and committed to your project.

Please submit no more than six letters of support from the people involved in your project, rather than general supportive statements. For example, if you are planning to deliver workshops at local youth clubs then a letter of support will show us that they want to take part.

If possible, letters should be on headed paper or signed.

## **9. Calculations of full cost recovery included in your development-Phase costs (if applicable)**

If you are an organisation in the voluntary sector, we can cover a proportion of your organisation's overheads commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the project. We expect this contribution to be calculated using Full Cost Recovery.

If you are including Full Cost Recovery in your project budget, you must include a document that outlines your calculation.

You can find a spreadsheet to help you calculate this figure on our website.

## **10. Business plan**

We would like to see a copy of your organisations current business plan. If you do not have a business plan please submit the planning document you work with to manage your heritage. If you are an organisation, which manages multiple sites or are, for example a Local Authority, please submit the planning documents most relevant to the heritage.

## **11. Condition survey**

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline Conservation Plan. This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition. For example, if you plan to conserve a local war memorial, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the suggested works i.e. what works are most critical and need to be tackled most urgently.

## **12. Ownership documents (if applicable)**

If you are planning any capital works, or intending to purchase land/buildings/collections, please provide copies of any relevant ownership documents (for example, Land Registry ownership documents, or a lease or heads of terms).

When submitting supporting documents, please use appropriate file names so our assessment team can easily identify each document.

We will confirm we have received your application when we have your online form and all supporting material.

**We will not be able to assess your application if we do not receive all the required information.**

**Please now attach any supporting documents**