

# District Executive Delegated Budget Funding Proposal Form 2013/2014

Note: The same form is used for all applications for funding from District Partnership whether from the District Partnership budget or the budgets of individual Councillors

TO WHICH DISTRICT PARTNERSHIP ARE YOU APPLYING: (Tick for each area if you are applying to)

- CHADDERTON
- EAST OLDHAM
- FAILSWORTH & HOLLINWOOD
- SADDLEWORTH & LEES
- SHAW, CROMPTON & ROYTON
- WEST OLDHAM

## 1. WHAT IS THE FUNDING SOUGHT FOR?

### TITLE OF PROJECT:

Heritage Lottery Fund bid for excavations at Castleshaw Roman Forts

### WHICH ORGANISATION WILL DELIVER THE PROJECT/LEAD DELIVERY OF PROJECT?

Friends of Castleshaw Roman Forts

### PLEASE DESCRIBE THE PROJECT THAT YOU ARE SEEKING FUNDING FOR

Funding to help bid for Heritage Lottery Fund for a subsequent project for exploring and learning based on the archaeological remains of the Roman Forts at Castleshaw.

### WHICH OTHER GROUPS/ORGANISATIONS (IF ANY) ARE YOU WORKING WITH ON THIS PROJECT AND HOW?

Higher level support is provided by the Castleshaw Working Party, which includes representatives of the land owner (United Utilities), English Heritage, the Castleshaw Centre (a local authority outdoor education centre), and local agencies and heritage groups. Excavation archive will be deposited with Saddleworth Museum. Archaeological expertise and co-ordination will be provided by the University of Salford Centre for Applied Archaeology overseen by Norman Redhead of the Greater Manchester Archaeological Advisory Service.

### WHEN DO YOU EXPECT TO:

- START THE PROJECT? April 2014
- COMPLETE THE PROJECT? March 2015

### HOW MANY PEOPLE WILL USE / BENEFIT FROM THE PROJECT?

**Estimated number of people** If HLF funding is obtained, the excavation project will potentially benefit everyone in Saddleworth. The initial dig will educate schoolchildren, local offenders, local groups and Saddleworth residents on the process of archaeological investigations and the benefits of understanding our historical heritage. The improvement in our understanding and presentation of the site and the potential expansion of the exhibits in the Saddleworth museum will benefit our local education facilities together with our tourist industry. It is anticipated that around 300 school children and up to 200 adult volunteers will be directly involved in the excavations, with around another 300 visiting the dig and having guided tours and up to 200 attending a one day conference at the end of the project. Volunteers will also take part in a number of training workshops based on archaeological techniques and archiving.

**Period of time over which they will benefit:** There will be the immediate benefits of those participating within the project period, with the archaeological excavation scheduled for 4 weeks in July 2014. Benefits will also extend indefinitely, if the fort is better understood and better utilised we are confident that it will provide a benefit to the whole community, not only to those interested in the history and origins of Saddleworth, but also to the local schools and tourist facilities into the long term future.

(e.g. is the number of people above over the lifetime of the project, per day, per week etc)

#### **WHAT NEEDS / PROBLEMS OF RESIDENTS OF THE DISTRICT PARTNERSHIP WILL BE MET BY THE PROJECT?**

A Conservation Management Plan was prepared for the Roman Forts site in 2011. This included an extensive consultation with the local community and users of the site. It made various recommendations on future research, engagement, management and presentation of the Scheduled Monument. The main priority is to present the site of the earlier, larger, Agricola fort in the same way that the later, smaller, fortlet was presented in the 1980s. At the moment the remains of the fort are difficult to interpret, poorly understood and a health and safety hazard. Many people in the area and visitors from further afield aren't even aware that there is a second larger fort on the site. A scheme of targeted excavation followed by landscaping and interpretation are desirable, and these should have a strong focus on community engagement and education, and increased visitors to the area. There are very limited opportunities for local people to get involved with their heritage and this archaeology project is an excellent way to do that and excite them about the Roman history on their doorstep. The Friends of Castleshaw Roman Forts group has been established to take forward fund raising and community participation.

#### **HOW WILL THE PROJECT PARTICULARLY BENEFIT DISADVANTAGED RESIDENTS OF THE DISTRICT PARTNERSHIP AREA?**

We intend to include as many community groups as possible including Schools, Castleshaw Centre, ex-offenders and the Saddleworth Museum. The benefits to ex-offenders seem obvious, Castleshaw centre will have an improved amenity nearby, the museum will have new finds to exhibit and Schools will have a local focus for Roman history. Other groups will be invited as well, through the Link Centre and Voluntary Action Oldham network, including Age UK and unemployed. There project will provide meet agendas relating to healthy living, employability, community pride and a sense of belonging.

#### **HOW WILL THE BENEFITS OF THE PROJECT LAST BEYOND THE DURATION OF**

### **THE FUNDED ACTIVITY?**

As has already been explained, the benefits of the envisaged project will continue into the long term future of the area and the amenities it offers to both residents and visitors. It is envisaged that the 'Our Heritage' HLF project will be a stepping stone, stimulating community interest and leading on to a much larger successor project which will involve an expanded community involvement and a major landscaping and interpretation project. The HLF project will in its own right provide a lasting legacy in terms of finds catalogued and displayed in Saddleworth Museum, a popular booklet publication, and an enhanced website with archaeology reports, blogs and photos. The local community will gain new skills providing confidence and long term sustainability.

### **WHAT RISKS ARE THERE WITH THE PROJECT?**

e.g. public safety, involving sufficient residents, ability to deliver the project on time

HLF funding may not be forthcoming in the required timescales. In this case the project would be re-arranged for a later period (probably September 2014).

There are risk elements to participants of the excavation and to visitors during the dig.

Insufficient interest may be generated to drive the excavations forward.

### **HOW WILL THESE RISKS BE MANAGED?**

The HLF funding bid will be supported by experienced organisations including the land owner (United Utilities), English Heritage, the Castleshaw Centre (a local authority outdoor education centre), and local agencies and heritage groups. Archaeological gravitas is provided by the University of Salford Centre for Applied Archaeology overseen by Norman Redhead of the Greater Manchester Archaeological Advisory Service.

The Health and Safety issues. These will be managed by the archaeological contractors on site, who will deliver the excavation and train volunteers. The archaeologists will have liability insurance for on-site activities and will prepare a risk assessment in collaboration with United Utilities who are the landowner. Proper welfare facilities and appropriate site equipment will be provided and dig areas will be secured with fencing. The Friends have an insurance policy to cover their volunteer's activities on site.

It is highly unlikely that there will be insufficient interest, given the interest shown during the previous 1980s excavations on the fortlet and the success of a number of similar community archaeology projects across Greater Manchester in recent years. The Friends already boast some 90 members after less than two years of taking on membership recruitment. It is anticipated that the archaeological excavations will generate a significant increase in membership.

### **HOW WILL THE PROJECT/ACTIVITY BE PUBLICISED?**

Through local press and radio.

By personal visits and talks to schools and community groups etc.

By seeking the assistance of local retail and other outlets

Leafletting and postering throughout the area.

Through the Friends website: <http://www.castleshawarchaeology.co.uk/>

Sufficient assistance in the dig from local schools and the local populace will be maximised with assistance from the local press, including the local radio stations. Targeted talks will be given in the local schools and other voluntary and community organisations to maximise involvement and

enthusiasm. Cooperation on spreading the message will be sought throughout retail and other outlets and leaflets and posters will be distributed throughout the Saddleworth area.

## 2. DETAILS ABOUT THE FINANCE OF THIS PROJECT

### PLEASE PROVIDE A DETAILED BREAKDOWN OF THE TOTAL COSTS OF THE PROJECT/ACTIVITY FOR WHICH YOU ARE SEEKING FUNDING

If relevant, please include the full cost of the project not just costs for which funding is sought from the District Partnership

Please include the cost of VAT, if applicable, in the space provided. If VAT is not payable, please indicate the cost of VAT is zero.

ITEM	COST
Professional Fees: archaeological contractors, finds experts, educational archaeologist	£41,500
Equipment and materials: machine hire, site welfare, archaeology dig equipment	£9,040
Finds Conservation	£2,000
Digital outputs and equipment: camera, camcorder, laptop, website enhancement	£1,600
Workshops	£2,400
Travel support	£1,000
Learning materials: dig box, educational materials, display materials, information board at car park, popular publication	£11,600
Conference booking	£800
Contingency @5%	£4,250
VAT (if applicable)	£15,160
<b>TOTAL PROJECT COST</b>	<b>£89,350</b>

### PLEASE PROVIDE A DETAILED BREAKDOWN OF THE EXPECTED FUNDING OF THESE COSTS

Please include funding sought from the District Partnership and all other sources

SOURCE OF FUNDING	AMOUNT £	STATUS (e.g. committed / applied for)	DATE DECISION EXPECTED (if funding not committed)
District Executive	1500	Applied for	30 <sup>th</sup> Jan
Friends of Castleshaw Roman Forts	500	Committed	
HLF	86,850	Applying mid-late Jan	Mar/April
Another Sponsor	500	To be sought	?
<b>TOTAL FUNDING</b>	<b>£89,350</b>		

HAVE YOU ALREADY RECEIVED FINANCIAL ASSISTANCE FROM THE COUNCIL OR ANY OTHER SOURCE FOR THIS PROJECT IN THE LAST 2 YEARS?

YES

NO

IF YES PLEASE GIVE DETAILS BELOW:		
SOURCE OF FUNDING	AMOUNT RECEIVED £	DATE

**WILL THE PROJECT GENERATE ANY INCOME FOR ANY ORGANISATION?**

YES  NO

If Yes, how much per year?

It is envisaged that the improvement in the tourism offering in the area will benefit the income of many of the commercial outlets in the Saddleworth area by increasing the number of visitors not only to the Castleshaw Forts but also to the other tourist facilities on offer. The actual increase in income will be assessed during the process of the Heritage bid. The conference will generate income for Uppermill Civic Hall.

**COST ESTIMATES**

If the project involves building works, purchase of equipment or any other works involving a third party, you will need to supply at least two full estimates for the work

Estimates attached:  YES  NO

This bid is to provide the funding for the assessment of these costs which will be necessary for the eventual bid to the heritage fund.

**HOW WILL ANY LONG TERM COMMITMENTS THAT WILL BE INCURRED AS A RESULT OF THIS PROJECT BE MET?**  
e.g. insurance, maintenance, running costs

There will be no long term commitments as a result of this project which is designed to provide support funding for a bid to the Heritage Lottery Fund. Any long term commitments will be addressed in that eventual bid to the Heritage Lottery Fund.

**3. DETAILS ABOUT LAND AND BUILDINGS**

**ARE YOU APPLYING FOR FUNDING FOR WORKS TO LAND AND/OR BUILDINGS?**  
 YES  NO

If Yes, please complete all the boxes in this section. If NO, go to Section 4

**WHO OWNS THE LAND AND/OR BUILDINGS WHERE THE PROJECT WILL BE SITED?**

You/your organisation

Oldham Council

Other (please specify below)

The Land is owned by United Utilities

**DO YOU HAVE THE NECESSARY PERMISSIONS IN WRITING FROM THE LAND OWNER TO DELIVER THE PROJECT?**

YES  NO

**IS PLANNING PERMISSION NEEDED?**

YES  NO

**IF YES, PLEASE INDICATE THE STATUS OF ANY PLANNING APPLICATION**

Scheduled Monument Consent is required for excavation on the fort site. An application has been submitted to English Heritage.

- NOT YET APPLIED
- APPLIED & AWAITING DECISION
- PERMISSION GRANTED

**4. DETAILS OF THE ORGANISATION WHICH WILL DELIVER THE ACTIVITY**

<b>ORGANISATION:</b>
<b>NAME OF CONTACT PERSON:</b>
<b>POSITION IN ORGANISATION:</b>
<b>ADDRESS FOR CORRESPONDENCE</b>
<b>CONTACT TEL NO:</b>
<b>E-MAIL ADDRESS:</b>
<b>LAND LINE NO:</b>

**THE DETAILS IN THE TABLE BELOW ARE NOT REQUIRED FOR STATUTORY ORGANISATIONS (SUCH AS THE COUNCIL OR POLICE)**

**DOES YOUR ORGANISATION HAVE A WRITTEN CONSTITUTION?**

YES  NO

If Yes, please enclose a copy

**PLEASE BRIEFLY OUTLINE THE AIMS AND ACTIVITIES OF YOUR ORGANISATION**

The Friends of Castleshaw Roman Forts group has been established to take forward fund raising and community participation and to increase the understanding and utilisation of the Castleshaw Roman Forts

**WHEN WAS YOUR ORGANISATION FORMED?**

10<sup>th</sup> June 2010

**WHAT ARE THE MANAGEMENT ARRANGEMENTS FOR THE ORGANISATION?**  
(e.g. Who sits on the Management Group and how often do they meet?)

There is a committee of 12 members who meet every two months. A list of the committee, their roles and qualifications is attached.

**HOW DOES YOUR ORGANISATION ENSURE EQUALITY OF ACCESS TO ITS SERVICES TO ALL MEMBERS OF THE COMMUNITY?**

The Friends of Castleshaw Roman Forts is open to anyone to join. There is a well developed website for the Friends which has a wealth of information on the forts and events that can be attended. The website content provides intellectual access to the history and archaeology of the Roman Forts site. The proposed HLF project is designed to provide physical and intellectual access, stimulation and enjoyment to all members of the community – allowing for health and safety considerations. Advertisements for participation in the project will include the Oldham Link, local press, and Voluntary Action Oldham network.

**5. PAYMENT ARRANGEMENTS**

**HOW WOULD YOU LIKE ANY FUNDING AGREED TO BE PAID? Please provide a copy of your recent audited accounts or recent bank statement.**

BACS PAYMENT INTO BANK ACCOUNT   
CHEQUE

**DETAILS FOR BACS PAYMENT**

We are already set up on your system, you have our details.

NAME OF BANK ACCOUNT	
BANK	
ACCOUNT NUMBER	
SORT CODE	
PAYMENT REFERENCE	

**DETAILS FOR CHEQUE PAYMENT**

NAME OF BANK ACCOUNT	
ADDRESS TO SEND CHEQUE TO	

**IS YOUR ORGANISATION REGISTERED FOR VAT?**

YES

NO

If Yes, any sum awarded will **exclude** your VAT costs.

If your organisation is not VAT registered, the Council will make arrangements to pay suppliers/contractors directly so that no VAT is incurred.

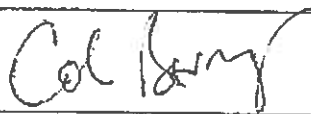
## 6. DECLARATION

I declare that the information given on this form is true and accurate.

I undertake to provide the Council with full receipts to confirm evidence of expenditure for any funding awarded.

I understand that the Council may take legal action for recovery of money awarded if evidence of expenditure is not provided, or if the money is not used for the purpose for which it is awarded.

I confirm that I am authorised to sign this application on behalf of the organisation

Name (please print)	Colin Berry
Organisation / department	Friends of Castleshaw Roman Forts
Position in organisation	Chairman and Treasurer
Signature	
Date	10 January / 2014
Enclosures included with application	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Constitution	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Recent Bank Statements and/or Audited Accounts (required for Organisations applying for funds)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Two full estimates	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Please check that you have included all the necessary enclosures and return this form by post or email to:

District Co-ordinator  
Lisa Macdonald  
Saddleworth & Lees District Team  
Oldham Council  
Uppermill Library - upstairs office  
St Chads, High Street



Uppermill  
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