

## Appendix 1 – Actions required by the Arts Council England Funding Agreement

Ref. No.	Action
<b>1.</b>	<b>Milestone 1: From feasibility through to design development but prior to letting of main contract (construction project) or purchase of equipment</b>
1.1.	Bank Details Form
1.2.	Signed Acceptance
1.3.	Completed expenditure listing on Grantium
1.4.	An interim report form as described in Clause 4.4 of the Offer Letter
1.5.	Updated procurement method statement including partner organisation procurement policy
1.6.	Completion of Security as set out in Section 8 of Schedule 1
1.7.	Confirmation of appropriate partnership agreement in place between partners
<b>2.</b>	<b>Milestone 2: From letting of main contract (construction projects) or first purchase of equipment through to halfway point of capital project</b>
2.1.	Completed expenditure listing on Grantium
2.2.	An interim report form as described in Clause 4.4 of the Offer Letter
2.3.	Evidence that you have received all appropriate statutory consents to undertake the Agreed Programme
2.4.	A copy of the tender review report and or Agreed Contract Sum for the Agreed Programme that has been followed our requirements for procuring goods, works or services goods and contracts as stated in Clause 6.4.9-6.4.15 of the Terms and Conditions
2.5.	Evidence that you have secured all the funding for the Agreed Programme
2.6.	Provision of confirmation and evidence of registration of Security
2.7.	Provision of confirmation of Platform A lease agreement
<b>3.</b>	<b>Milestone 3: From halfway point of capital project timetable up to completion</b>
3.1.	Completed expenditure listing on Grantium
3.2.	An interim report form as described in Clause 4.4 of the Offer Letter
<b>4.</b>	<b>Milestone 4: Retention to be released only on certified completion of project</b>
4.1.	Completed expenditure listing on Grantium
4.2.	A final activity report form
4.3.	A statement of income and expenditure for the Agreed Programme that has been certified by an independent qualified accountant, including confirmation that all Grant expenditure will be capitalised on your balance sheet

## Appendix 1 – Actions required by the Arts Council England Funding Agreement

Ref. No.	Action
4.4.	Submission of a costed maintenance and management plan
4.5.	Submission of completed CDF 2 project evaluation
4.6.	Final list of the Project Assets at Platform A and Centre Square
<b>5.</b>	<b>Project Planning &amp; Design [April – October 2022]</b>
5.1.	Evidence of Auxiliary capital purchase
5.2.	Agree revised work plan
5.3.	Review project cash flow & budgets
5.4.	Appoint lead consultant & design team(s)
5.5.	RIBA 2 concept designs – Library, MIMA & The Auxiliary
5.6.	Produce detailed plan & commissioning process for artist residencies; review and update audience engagement targets
5.7.	Agree revised audience/ engagement targets for most Creative Train Station project
5.8.	Finalise Partnership Agreement & Match/ In kind commitments
<b>6.</b>	<b>Capital Work: The Auxiliary [May – June 2022]</b>
6.1.	RIBA stages 3-4 completed
6.2.	Appoint contractor(s)
6.3.	RIBA 5 – Construction
6.4.	Completion & handover to The Auxiliary
<b>7.</b>	<b>Capital Work: MIMA &amp; Carnegie Library [October 2022 – September 2024]</b>
7.1.	Submission & approval of planning documents
7.2.	RIBA stages 3-4 completed
7.3.	Appoint contractor(s)
7.4.	RIBA 5 – Construction
7.5.	Completion & handover
<b>8.</b>	<b>Capital Work: Railway Station / Platform A [October 2022 - October 2024]</b>
8.1.	Complete lease agreement – Network rail
8.2.	Procure equipment & fit out
8.3.	Equipment installation & fit out
<b>9.</b>	<b>Artists Residencies</b>

## Appendix 1 – Actions required by the Arts Council England Funding Agreement

Ref. No.	Action
9.1.	Recruit/ commission artists in residence
9.2.	Deliver residency activities
9.3.	Launch/ deliver promotional campaign
<b>10.</b>	<b>Economic impact</b>
10.1.	Creative Industries/ employment targets met
10.2.	Skills/ training outputs achieved
10.3.	Business plan post CDF agreed (3-5 yrs.), showing projections for increased revenue/ sales & visitor/ engagement numbers
<b>11.</b>	<b>Evaluation</b>
11.1.	Establish framework
11.2.	Procurement of evaluation partners
11.3.	Establish peer evaluation group; identify peer lead partner
11.4.	Ongoing evaluation updates
11.5.	Delivery of evaluation report