

30 June 2005

Our Ref: YH-05-00141

Annemarie Allan  
Baron Courts of Prestoungrange and Dolphinstoun Ltd  
227/229 High Street  
Prestonpans  
East Lothian  
EH32 9BE

*Dear Annemarie*

### **The Witches of Prestonpans**

Congratulations! Your application has been assessed, and I am pleased to inform you that we have decided to award you a Your Heritage grant of up to £14,500 (74% of the total eligible project cost of £19,520) towards a project to present an account of the 1590-91 arrest and trial of those accused of treason through witchcraft.

The attached appendix sets out the main elements of the project to which HLF has agreed to contribute along with the anticipated partnership funding.

The following documents define the project for which the grant is offered:

1. This letter
2. Your application dated 18 April 2005
3. Documents submitted by you in support of your application.

This award has been made in accordance with the signed Contract submitted with your application. The Contract is between Baron Court of Prestoungrange and Dolphinstoun and the Trustees of the National Heritage Memorial Fund. The Contract has now been signed on behalf of NHMF and I enclose a photocopy of the Contract along with the following Monitoring Documents:

- Monitoring Guidance document
- *Grant Payment Request 1 form*
- *Grant Payment Request 2 form*

- *Grant Payment Request 3 form*
- *Volunteer Time Sheet*
- *How to Acknowledge Your Grant Pack*
- *Hitting the Headlines*
- *Example Your Heritage Press Release*

Please read the Contract in conjunction with all of the Monitoring Documents which have the same legal status as the Contract.

The Monitoring Documents enclosed provide more information about our procedures and will guide you through the monitoring process, explaining the information you may need to provide.

I look forward to receiving the Grant Payment Request 1 form **within 20 working days from the date of this letter**. However, if you have any difficulties in meeting this deadline, please let me know. **Please note that you must not commence project work until HLF has signed and returned the Grant Payment Request 1 form.**

**Details of this award should remain confidential until you have discussed publicity with the Heritage Lottery Fund Press Office.** If you intend to issue any publicity material, or you have any other queries about publicity and the media, please can you contact our Press Office on one of the numbers below as you must acknowledge HLF in all press material.

|                |               |
|----------------|---------------|
| Shiona Mackay  | 01786 870 638 |
| Claire Jackson | 020 7591 6102 |

Please also contact me as soon as possible to agree the most appropriate location and nature of HLF acknowledgment for your project both during and after its completion. Please refer to the enclosed How to Acknowledge Your Grant pack which provides guidance on how to do this.

Please also liaise with me throughout your project to ensure that a representative from HLF is offered the option to participate as a principal guest at any celebration of a project milestone, at which the representative will speak on behalf of the lottery players who made the project possible.

I wish you every success with your project. Please contact me if you have any queries arising from this letter.

Yours sincerely

Lorraine Kika

Lorraine Kika

Grants Officer

Direct Line: 0131 240 1577

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