

## **Commissions Team Contact List**

Who to contact:

### **Head of Grants**

Kath Buxton

07789 650227

[Kath.Buxton@historicensland.org.uk](mailto:Kath.Buxton@historicensland.org.uk)

- Day-to-day management of the Heritage Protection Commissions programme
- Appraisal of and advice on project documentation
- Quality control of projects
- Matters arising from existing projects
- Advice on project planning
- Advice on project documentation

### **Grants Manager**

Tim Cromack

07500

791438 [Tim.Cromack@historicensland.org.uk](mailto:Tim.Cromack@historicensland.org.uk)

- All financial and administrative casework
- Financial matters (VAT, overheads etc.)
- Contracts
- Calls for Proposals

### **Tendered Projects Manager**

Charlotte Garratt

07733 381595

[Charlotte.Garratt@historicensland.org.uk](mailto:Charlotte.Garratt@historicensland.org.uk)

- Competitive tenders
- Project Briefs
- Advice on project documentation

### **Commissions Project Officer – Project Documentation**

Gareth Watkins

07825

844555 [Gareth.Watkins@historicensland.org.uk](mailto:Gareth.Watkins@historicensland.org.uk)

- Contact for initial queries regarding proposals

Administration of:

- Project outlines
- Project designs
- Project proposals
- Managing the internal appraisal of proposals and project designs

### **Commissions Project Officer – Progress**

Hannah David

07500 122453

[Hannah.David@historicensland.org.uk](mailto:Hannah.David@historicensland.org.uk)

Administration of:

- Agreements
- Stage Payments
- Dissemination of programme information

### **Commissions Project Officer – Publications**

Caroline Howarth

07824 605246

[Caroline.Howarth@historicensland.org.uk](mailto:Caroline.Howarth@historicensland.org.uk)

- Editorial, archive preparation, Storage (physical and digital) and Publication funding
- Receives draft and final reports and manages the refereeing process
- Contact for advice on the Research Report Series, digital and hard copy publishing

### **Commissions Project Coordinator**

Jennifer Wilson

07584 370 432

[Jennifer.Wilson@historicensland.org.uk](mailto:Jennifer.Wilson@historicensland.org.uk)

- Administrative, Casework and general team support
- Organization of meetings
- Maintenance of Commissions team databases
- General Enquiries about Commissions and Programmes and the Heritage Protection Commissions Programme (HPCP)

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