



Reference: SDF266

By e-mail only

kitclimate@gmail.com

16/12/2019

Dear Kit,

Re: Dorset AONB 60th Anniversary Fund – Offer of Grant

Following discussion by the AONB Partnership Funding Panel, I am pleased to offer Char Valley Parish Council a grant of up to **£1350** (64% of project costs) for your project: **River Char Community Project**. This grant offer is subject to the terms and conditions set out below. Before starting your project, you will need to complete and return the Acceptance Form on the enclosed copy of this letter. The offer will be held open for 30 days from the date of this letter, during which your acceptance form must be received to secure the grant.

Project specific Terms & Conditions

1. Project Outputs

The grant offer will be made for delivery of the project outputs as stated in the application form and with any special conditions outlined. It must not be used for any other purpose. Any changes to the project must be discussed and agreed in advance with the AONB Team. Failure to do this may result in withdrawal of the grant offer and a request for return of any grant money provided.

2. Time Scale

The elements of the project being funded through the 60th Anniversary grant must be completed by the **30th October 2020**. Payments will be made based on evidence of expenditure and can only be made for work undertaken after the offer of grant.

3. Match Funding

The grant offer will be subject to match funding being provided as specified in the application form, as follows:

- **In-kind match funding:** **£400**
- **Cash match funding:** **£350**

Evidence of this match funding will be required as part of the grant claim. Any changes to the match funding must be notified to the AONB Team and the Partnership reserves the right to alter the offer in the light of such changes.

4. Project Management

Your AONB Team contact for this project will be **Ian Rees** who can be contacted on **01305 228235** or by e-mail at **ian.rees@dorsetcouncil.gov.uk**. Your team contact is there to provide advice and support, to monitor progress and assist with final reporting. They should be your first point of contact in relation to this grant offer.

5. Special Conditions

Sometimes the AONB Partnership may require special conditions where, for example, there is a concern or an opportunity for added value. The special conditions in relation to your project are:

- Ensure stakeholder and community involvement takes place (that not just a desk top study takes place)
- Get in touch with Dorset AONB to procure services.

Standard Terms & Conditions

6. Reporting

You will be obliged to maintain regular contact with your assigned AONB Team member who will monitor your progress with the project. Before starting your project, you must agree a schedule of interim updates appropriate to your project – at least quarterly – including any upcoming events, photos of progress or activity and a paragraph summary of progress. We will need you to maintain records as the project proceeds on volunteer time, public attendance at events or involvement in the project, photographs of before, during and after and any other relevant information. These should all go into a Final Report which should include the aims and objectives as stated in your application, the work that was undertaken and final outcomes, plus any lessons you have learnt that other groups might benefit from. This report must be submitted with your grant claim form by **30th October 2020**.

7. Monitoring & evaluation

As part of the anniversary programme, the AONB Team has contracted the services of a consultant to assist in monitoring and evaluation. You will be asked to complete a simple questionnaire to contribute to this process. Completion is a condition of grant; final grant payments will only be made following completion.

8. Payment

In general, payments will be made following completion of the project and on receipt of a final report and claim form. You will need to attach proof of all expenditure (e.g. copies of invoices and receipts) with this form.

Grants from the National Lottery Heritage Fund are considered public funds and therefore you cannot use them in a way that constitutes unapprovable State Aid.

You must repay to us immediately any grant that we have paid you (and we will stop any future instalments of the Grant) if:

- you no longer operate, or you are declared bankrupt or placed into administration, receivership or liquidation;
- you have, in our opinion, given us fraudulent, incorrect or misleading information;
- you have acted negligently in any significant matter or fraudulently in connection with the Approved Purposes or the Approved Usage;
- any competent authority directs the repayment of the Grant;

- there is a significant change in your status;
- you knowingly withhold information that is relevant to the content of your application;
- you do or fail to do anything that brings us or the National Lottery Heritage Fund into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you;
- you fail to make good progress with the project or are unlikely in our view to complete the project or achieve the outcomes agreed with us; or
- you fail to keep to any of these standard Terms of Grant.

If you sell or otherwise part with all or part of the property or assets without our permission, or you receive money in some other way as a result of you not following these standard Terms of Grant, you may have to pay us immediately a share of the net proceeds if that share is more than the amount we would otherwise be entitled to under the above paragraph.

9. Property & Assets

You must continue to own any property or assets invested in through our grant and keep exclusive control over what happens to it. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand.

You must maintain the property or assets in good repair and condition. If your grant offer include creating, repairing or restoring property or assets, you must maintain the property or assets in good repair and condition after the work has been done, for a period of 10 years.

You must tell us, in writing, within five working days about any significant loss or damage to the Property.

10. Publicity & grant acknowledgement

Any promotional or printed material relating to this project should include acknowledgement of the Dorset AONB 60th Anniversary Fund by inclusion of the AONB Partnership logo and / or a written statement (e.g. "Supported by the Dorset AONB Partnership through its 60th Anniversary Fund"). You must also acknowledge the National Lottery Heritage Fund, as set out in their guidelines here: <https://www.heritagefund.org.uk/publications/how-acknowledge-your-grant>.

Dorset AONB and NLHF logos will be attached, along with guidance on how to use them, which must be followed. Any such material should be agreed in advance with your AONB Team contact.

Where your organisation has a website we now ask to you link your project to the Dorset AONB website. The link you need to use is www.dorsetaonb.org.uk.

You must also provide us with digital images of your project in electronic format or hard-copy photographs or transparencies. You give us and National Lottery Heritage Fund the right to use those you provide us with at any time, including putting them into a digital format and altering them. You must get all the permissions required for you and us to make use of them before you use them or send them to us.

11. Personal Data

CONTACT DETAILS

We will use the contact details you have given us to stay in touch during the grant period, your details will be stored safely and will not be shared with others. We will keep your contact details for 6 years in case we have any follow up queries and to notify you of grant funding news in the future.

PHOTOGRAPHY AND VIDEOGRAPHY

The Dorset AONB Partnership reserves the right to include information about your project in its own promotional material relating to the grant. Material and photographs from your final report will be used in the AONB Partnership's own report to DEFRA and other AONB publications. Outline information for all successful applications will be held on the Dorset AONB website. This will include name of project, grant awarded and a short summary of the project objectives or outcomes. No personal data will be included in this summary apart from any photos you have submitted to us.

We will only use photographs and video in publications and on the Dorset AONB website in appropriate context and all photos / videos will be used and stored securely for no longer than 7 years. If you are running an event or activity, please notify participants either in advance or with a simple sign at the event that photos will be taken and may be used in this way, giving the option for participants to opt out of photos. If you photograph young people, please use a model consent form, available from Dorset AONB on request.

STAYING IN TOUCH

Additionally, we will email you with details of how to subscribe to the Dorset AONB e-newsletter should you be interested in news and events in the Dorset AONB. You can view the Dorset AONB Privacy Policy here for further information on how we handle your data relating to our e-newsletter.

<https://www.dorsetaonb.org.uk/privacy-policy>.

12. National Lottery Heritage Fund

Incorporated within these Terms & Conditions are the requirements of the National Lottery Heritage Fund. The full version of the Terms & Conditions they require can be seen here:

<https://www.heritagefund.org.uk/publications/standard-terms-grants-10k-100k>

If you require any further information or explanation about the above terms and conditions, please contact your assigned AONB Team member.

I wish you good luck with your project and look forward to its successful completion. Your work will make a significant contribution to the conservation and enhancement of the AONB and the Partnership is delighted to be supporting you.

Yours sincerely



Tom Munro
Dorset AONB Team Manager

Dorset AONB 60th Anniversary Fund

ACCEPTANCE OF GRANT OFFER

A copy of this form should be completed, signed and returned to the Dorset AONB within 30 days of the date on the offer letter; the other copy should be completed and kept for your records.

I / we acknowledge receipt of the attached Dorset AONB 60th Anniversary Fund – Offer of Grant dated 16/12/2019 and confirm that we have read and understood the Terms and Conditions stated within it.

I / we hereby accept the offer of £..... and agree to comply fully with the Terms and Conditions specified in the offer letter.

To help us keep track of your project we ask that you list the key stages/milestones in this project. Please include volunteer days, any launch, project start date, project end date, events, etc.

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Signed:

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Name (in capitals):

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Address:

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On behalf of (organisation):

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Date signed:

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Please return signed form to:

Kate Townsend
Dorset AONB Partnership
hosted by Dorset Council
County Hall
Dorchester
Dorset
DT1 1XJ

Dorset AONB
60th Anniversary Fund is
Supported by

