



Supported by the Thriving Communities Fund, made possible thanks to



Nature, Art & Wellbeing Community Fund

Terms & Conditions

Standard Terms & Conditions

1. Reporting

You will be obliged to maintain regular contact with your assigned NAW 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.

2. 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 expenditure (e.g. copies of invoices and receipts) with this form. Advanced payments will be discussed on a case by case basis to be discussed beforehand.

3. Grant Acknowledgement

Any promotional or printed material relating to this project should include acknowledgement of the Nature, Art and Wellbeing grant by inclusion of logos and / or a written statement: ***“Supported by Nature, Art and Wellbeing Community Fund a collaboration of National Community Lottery: Stepping into Nature, NASP Thriving Communities: Nature Buddies: re-connecting to nature & art through activity and COMF Funding: Dorset Council Better Days, Coast and Greenspace Teams.*** All logos will be provided, along with guidance on how to use them, which must be followed. Any such material should be agreed in advance with your NAW Team contact.

4. 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.

- PHOTOGRAPHY AND VIDEOGRAPHY

The Nature, Art and Wellbeing collaboration reserves the right to include information about your project in its own promotional material relating to the NAW. Material and photographs from your final

report will be used in the collaboration's own reports to funders and other NAW publications. Outline information for all successful applications will be held on the Stepping into Nature's website. This will include the name of the 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 Stepping into Nature's 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 the NAW team on request.

- **STAYING IN TOUCH**

Additionally, we will email you with details of how to subscribe to the AONB and SiN 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>.

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 NAW 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 NAW grant must be completed by the middle of March 2023 in the year following the offer (i.e. before the end of the financial year). Payments will be made based on evidence of expenditure and can only be made for work undertaken in the current financial year.

3. Match Funding

The grant offer will be subject to match funding being provided as specified in the application form. 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 NAW Team and the Collaboration reserves the right to alter the offer in the light of such changes.

4. Project Management

Successful applicants will be assigned an NAW Team contact. The team contact is there to provide advice and support, to monitor progress and assist with final reporting. They should be the first point of contact in relation to any grant offer.

5. Special Conditions

Sometimes the NAW Partnership may require special conditions where, for example, Inclusion, Diversity and Mental Health Awareness training is expected for those providing social prescribing activities. These special conditions will be set out in the offer letter.