

Dorset Community Tree Fund

Terms & Conditions

December 2023

Standard Terms & Conditions

1. Reporting

You will be obliged to maintain regular contact with the Dorset Community Tree Fund (DCTF) Project Officer who will monitor your progress. Before starting your project, you must agree a schedule of interim updates appropriate to your project including any upcoming events, photos of progress or activity and a summary of progress. As the project proceeds you will need to maintain records 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 undertaken, final outcomes, and any lessons you have learnt that other groups might benefit from.

2. Payment

Payments will be made following completion of the project and on receipt of a final report and claim form. You must include with your claim proof of expenditure (copies of invoices and receipts etc).

3. Grant Acknowledgement

Any promotional or printed material relating to this project should include acknowledgement of the Dorset Community Tree Fund grant by inclusion of the Dorset Council and Dorset National Landscape logos and / or a written statement (“supported by Dorset Council and Dorset National Landscape through the Dorset Community Tree Fund”). 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 the Project Officer. If your organisation has a website please link your project to the Dorset Council and Dorset National Landscape websites. The links you need to use are:

- www.dorsetcouncil.gov.uk www.dorset-nl.org.uk.

4. Personal Data

- CONTACT DETAILS:** We will use the contact details you have given to stay in touch during the grant period; these will be stored safely and will not be shared with others. We will keep your contact details for 6 years for any follow up queries and to notify you of DCTF news in the future.
- PHOTOGRAPHY AND VIDEOGRAPHY:** The Dorset National Landscape Partnership and Dorset Council reserve the right to include information about your project in its own promotional material relating to the Dorset Community Tree Fund. Material and photographs from your final report may be used in Dorset National Landscape and Dorset Council publications. Outline information for all successful applications may be held on the Dorset National Landscape and Dorset Council websites. This will include the 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 National Landscape and Dorset Council websites 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 in advance or with a simple sign at the event that photos will be taken and may be used in this way, so that participants can opt out of photos. If you photograph young people, please use a model consent form, available from the Project Officer on request.*

- c) STAYING IN TOUCH: We may email you about subscribing to the Dorset National Landscape e-newsletter: for details about how we hold your data see [Dorset National Landscape Privacy Policy](#)

5. For enterprises only (any organisation acting commercially) - Subsidy Control

Particularly where there is the potential for international competition, this grant could be considered a subsidy and a record of the amount, intervention rate, purpose and date of award should be kept in case you are required to submit records. We will include a record of subsidies we have offered as part of our annual submission to Defra. Further details can be found here: [UK Gov - Subsidy control compliance](#)

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. In accepting the grant offer and conditions you confirm that the funded activities are not in receipt of funds from elsewhere for the same activity and are not fulfilling a statutory obligation. Any changes to the project must be discussed and agreed in advance with the Project Officer. Failure to do this may result in withdrawal of the grant offer and a request for return of any grant money provided.

2. Payment of grant

Payments will be made based on evidence of expenditure and completed delivery and can only be made in retrospect 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 and evidence of this will be required in the grant claim. Any changes must be notified to the Project Officer and Dorset National Landscape Partnership reserves the right to alter the offer in light of these.

4. Project Management

The Project Officer is the first point of contact in relation to any grant offer and is available to provide advice and support, to monitor progress and assist with final reporting.

5. Special Conditions

The Dorset National Landscape Partnership may require special conditions, for example where there is a concern or an opportunity for added value: any such conditions will be set out in the offer letter.

6. Appeals, Complaints and Feedback

If you wish to question a decision please contact: Tom Munro, Dorset National Landscape Manager:
tom.munro@dorsetcouncil.gov.uk

You can make a complaint following [Dorset Council complaints process](#)

For general feedback about the fund please contact:

Project Officer Jill Hearing: jill.hearing@dorsetcouncil.gov.uk or

Countryside Projects Manager Ian Rees: ian.rees@dorsetcouncil.gov.uk