



**Dorset  
National  
Landscape**

# Dorset National Landscape - Community Access Fund

## Terms & Conditions 2024/25

### Standard Terms & Conditions

#### 1. Reporting

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

#### 3. Grant Acknowledgement

Any promotional or printed material relating to this project should include acknowledgement of the grant by inclusion of the Dorset National Landscape Partnership logo and / or a written statement (e.g. "Supported by the Dorset National Landscape Fund") In addition to The National Lottery Heritage 'Made possible' stamp, along with the message 'Thanks to National Lottery players'. 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 Team contact.

- Where your organisation has a website, we ask to you link your project to the Dorset National Landscape website. The link you need to use is [www.dorset-nl.org.uk](http://www.dorset-nl.org.uk).

#### 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 and to notify you of Fund news in the future.

- PHOTOGRAPHY AND VIDEOGRAPHY

The Dorset National Landscape Partnership reserves the right to include information about your project in its own promotional material relating to the Fund. Material and photographs from your final report will be used in the Dorset National Landscape Partnership's own report to funders and other publications. Outline information for all successful applications will be held on the Dorset National Landscape 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 National Landscape 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.*

- **STAYING IN TOUCH**

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

## **5. Subsidy Control**

For enterprises only (this can be any organisations that acts commercially), 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 on what counts as a subsidy can be found [here](#).

## **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, contact [Jules Hammon, Dorset National Landscape Health & Wellbeing Project Coordinator](#). Failure to do this may result in withdrawal of the grant offer and a request for return of any grant money provided.

### **2. Timescale**

The elements of the project being funded through the grant must be completed by the middle of March 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 us and the Partnership reserves the right to alter the offer in the light of such changes.

### **4. Project Management**

Successful applicants will be assigned a Dorset National Landscape 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 Partnership may require special conditions where, for example, there is a concern or an opportunity for added value. These special conditions will be set out in the offer letter.

## **6. Insurance and Liability**

On receiving the grant, if relevant correct insurance must be in place to cover the construction phase and general use of the asset. Capital works, like a building or restoration, these terms and conditions will apply for five years after the Project Completion Date. If you are a private individual or for-profit commercial organisation the terms and conditions will apply for 10 years after the Project Completion Date.

## **7. The National Lottery Heritage Fund**

This community capital fund has received funding from The National Lottery Heritage fund and their terms and conditions need to reflect this – additional information can be found [here](#).