

Red Squirrel Recovery Network Community Grants Scheme

Grant Agreement

This Agreement is made on [Date] between:

1. **Northumberland Wildlife Trust Ltd** (“the Grantor”), whose registered office is at Garden House, St Nicholas Park Jubilee Road, Gosforth, Newcastle upon Tyne NE3 3XT
2. **[Community Group Name]** (“the Grantee”), whose principal address is **[Address]**.

1. Purpose of the Grant

The Grantor agrees to award the Grantee a grant of **£[Amount]** to deliver the project described in **Schedule 1** (“the Project”), which forms part of the Red Squirrel Recovery Network Community Grants Scheme, funded by the National Lottery Heritage Fund.

The purpose of the grant is to support community-led activities that contribute to the conservation, restoration, and celebration of Red Squirrels.

2. Grant Amount and Payment

2.1 The total grant is **£[Amount]**, payable in **[number]** instalments:

- **[Percentage]**% on signing this Agreement.
- **[Percentage]**% upon submission of an interim progress report.
- Final payment upon receipt and approval of the final report.

2.2 Payments are subject to the Grantee meeting the conditions in this Agreement.

3. Use of Funds

3.1 The grant must be used solely for the Project activities set out in Schedule 1.

3.2 The grant may not be used for:

- Personal remuneration unrelated to the Project.
- Political or religious campaigning.
- Activities outside the agreed scope without written approval.

3.3 Unspent funds will need to be returned to the Grantor.

4. Compliance

4.1 The Grantee must:

- Comply with all relevant laws, including environmental and health & safety regulations.
- Follow the National Lottery Heritage Fund's branding and publicity guidelines.
- Obtain all necessary permissions for works or events.

4.2 The Grantor NWT reserves the right to reclaim grant funds where the grantee fails to comply with, or breaches, the terms of the funding agreement.

5. Monitoring and Reporting

5.1 The Grantee will provide:

- **Regular progress reports** including expenditure breakdowns.
- A **final report** within 30 days of Project completion.

5.2 The Grantor may visit the Project site or request additional evidence of progress.

6. Publicity and Acknowledgement

6.1 The Grantee must acknowledge the funding in all publicity materials using the approved **National Lottery Heritage Fund** logo and wording.

6.2 The Grantee agrees to participate in reasonable publicity activities arranged by the Grantor.

7. Duration and Termination

7.1 This Agreement starts on the date signed and ends on **[End Date]** unless terminated earlier.

7.2 The Grantor may terminate the Agreement if:

- Funds are misused.
 - The Project fails to progress without reasonable cause.
 - Reporting requirements are not met.
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8. Procurement

8.1 Any contract awarded over £10k of which the grant from RSRN forms a small proportion is subject to Heritage Fund procurement rules.

9. Land & Property in Third-Party Ownership

9.1 The owner would need to confirm that capital intervention on their property will be maintained for at least ten years after the completion of the project.

10. Digital Outputs

10.1 All digital outputs, such as photographs, text, software, web and app content, databases, 3D models, and audio and video recordings, created using Community Grant Scheme funding will need to be licensed under a [Creative Commons Attribution 4.0 International](#) licence (CC-BY 4.0), which gives upfront permission to access, re-use and share digital outputs as long as the terms of the licence are met.

10.2 The licence terms ensure due credit and recognition is given to the organisations and/or individuals responsible for creating the outputs, and to The National Lottery Heritage Fund for supporting the project.

11. Data Sharing

11.1 Any species observations must comply with the standards for data quality and accessibility as set out by the National Biodiversity Network (NBN) on the NBN Atlas. These observations must be made available to the public on an open licence at capture resolution, subject to sensitive species restrictions. If you are unsure how best to proceed, please contact the NBN directly to discuss the most appropriate data supply route.

12. Data Protection

Both parties will comply with the UK GDPR and Data Protection Act 2018 in handling personal data.

13. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions.

14. Signatures

Signed for and on behalf of the Grantor:

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of the Grantee:

Name: _____

Position: _____

Signature: _____

Date: _____

Schedule 1 – Project Description

- **Project Title:** [Insert]
- **Objectives:** [Insert]
- **Key Activities:** [Insert]
- **Expected Outcomes:** [Insert]
- **Budget Breakdown:** [Insert]