Cronfa Rhwydweithiau Natur (rownd tri)

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Nod y gronfa hon yw cryfhau cydnerthedd rhwydwaith Cymru o safleoedd tir a morol gwarchodedig, gan adeiladu gallu i gryfhau ac uwchraddio cyflwyno dros fyd natur yn y dyfodol, ac annog ennyn diddordeb cymunedau'n weithredol.

Crëwyd y dudalen: Medi 2023.

Ai hon yw'r rhaglen iawn i chi?

- Ydych chi'n unigolyn neu'n sefydliad sy'n gweithio gyda threftadaeth naturiol yng Nghymru?
- A oes angen ariannu arnoch i gynllunio neu gyflwyno prosiect sy'n seiliedig ar fyd natur?
- A yw eich prosiect yn canolbwyntio ar wella bywyd gwyllt a bioamrywiaeth yng Nghymru o fewn ac o amgylch y rhwydwaith o safleoedd gwarchodedig?
- A oes angen grant rhwng £50,000 a £250,000 arnoch?

Os gwnaethoch chi ateb **oes** i'r cwestiynau hyn, yna mae'r **Gronfa Rhwydweithiau Natur** yn addas i chi.

Trosolwg

Nod y Gronfa Rhwydweithiau Natur yw gwella cyflwr a chydnerthedd **rhwydwaith Cymru o safleoedd tir a morol gwarchodedig**. Mae'n elfen allweddol o gyflwyno Rhaglen Rhwydweithiau Natur ehangach Llywodraeth Cymru.

Mae gwella cyflwr a chysylltedd rhwng safleoedd gwarchodedig yn eu galluogi i weithredu'n well fel **rhwydweithiau natur**. Mae rhwydweithiau natur yn ardaloedd hanfodol a chydnerth lle gall cynefinoedd a rhywogaethau ffynnu ac ehangu. Bydd adfer cysylltedd yn y rhwydweithiau hyn yn:

- atal dirywiad pellach mewn rhywogaethau a chyflwr cynefinoedd
- cefnogi adferiad byd natur
- gwella'r gallu i addasu i'r argyfwng hinsawdd

Mae diogelu safleoedd yn dibynnu ar sefydliadau cryf, llywodraethu da a chynllunio prosiectau mewn ffordd gadarn. Felly, bydd y Gronfa Rhwydweithiau Natur hefyd yn **cefnogi datblygiad prosiect ac adeiladu gallu** ar gyfer prosiectau adferiad byd natur yn y dyfodol. Gallai'r gwaith hwn gynnwys y canlynol (ond nid yw'n gyfyngedig iddynt):

- datblygu partneriaethau
- ymgynghori ac ymgysylltu â thirfeddianwyr/cymunedau
- arolygon ecolegol
- astudiaethau dichonoldeb
- dylunio cynlluniau
- gwaith paratoadol arall ar gyfer prosiectau cyfalaf yn y dyfodol

Gall adeiladu gallu helpu datblygwyr prosiectau a phartneriaid i ddangos canlyniadau, creu modelau busnes cadarn sydd â'r potensial i ddenu buddsoddi a darparu sylfaen dystiolaeth i'w gwneud hi'n haws i arloesi dulliau newydd ac annog y defnydd ohonynt.

Mae'r gronfa hon hefyd yn cefnogi cyfranogiad gweithredol cymunedau mewn safleoedd gwarchodedig ac o'u cwmpas. Gall hyn fod yn hanfodol i lwyddiant hirdymor prosiectau adferiad byd natur, ac yn aml hefyd bydd manteision ehangach ar gyfer iechyd a lles pobl.

Gallwch gyflwyno uchafswm o **ddau** gais i'r Gronfa Rhwydweithiau Natur: un ar gyfer cyflwyno prosiect cyfalaf ac un ar gyfer datblygu prosiect/adeiladu gallu. Dylai prosiectau fod am ddwy flynedd ar y mwyaf, ond rydym yn rhagweld y bydd prosiectau datblygu/adeiladu gallu yn fyrrach.

Beth yw'r rhwydwaith safleoedd gwarchodedig?

Mae'r rhwydwaith safleoedd gwarchodedig yn cynnwys Safleoedd o Ddiddordeb Gwyddonol Arbennig, Ardaloedd Cadwraeth Arbennig, Ardaloedd Gwarchodaeth Arbennig, Gwarchodfeydd Natur Cenedlaethol, safleoedd Ramsar a Pharthau Cadwraeth Forol. I wirio a yw tir neu fôr wedi'i gynnwys yn y diffiniadau hyn, ewch i wefan Cyfoeth Naturiol Cymru a Phorth Gwybodaeth Amgylcheddol Cymru.

Terfyn amser ymgeisio

12 hanner dydd ar 23 Tachwedd 2023

Ar ôl i chi ddarllen yr arweiniad isod, ewch i'n porth ymgeisio i wneud cais

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Nodau'r gronfa

Drwy’r Gronfa Rhwydweithiau Natur, rydym am gefnogi:

- Gweithredu ar safleoedd gwarchodedig neu'r rhwydweithiau ecolegol sy'n eu cynnal. Dylai'r prosiect hefyd ddangos rheolaeth gynaliadwy ar adnoddau naturiol ar draws Cymru. Gall hyn gynnwys gweithredu y tu allan i safleoedd gwarchodedig a fydd yn fanteisiol i'r rhwydwaith yn gyffredinol (gweler 'Beth rydym yn ei ddisgwyl gan brosiectau' isod).
- Camau gweithredu y gall cymunedau lleol gymryd rhan yn weithredol ynddynt ac elwa ohonynt. Mae hyn yn cynnwys cefnogi cyfranogiad gweithredol gydag ystod amrywiol o bobl a chymunedau (yn enwedig grwpiau sydd heb eu gwasanaethu’n ddigonol) i ehangu’r rhwydwaith o bobl sy’n ymgysylltu â byd natur, a gyda gwella cydnerthedd safleoedd gwarchodedig a’r rhwydweithiau ecolegol sy’n eu cefnogi.
- Gweithgarwch datblygu sy’n galluogi sefydliadau i adeiladu eu gallu a’u sylfaen dystiolaeth i gynllunio prosiectau adferiad natur a fydd yn fanteisiol i’r rhwydwaith ac yn cyrraedd cymunedau sydd heb eu gwasanaethau'n ddigonol yn y dyfodol. Gallai hyn gynnwys adeiladu gallu i ddenu buddsoddiad ariannol i brosiectau adferiad natur er mwyn cyflwyno’r ddarpariaeth ar raddfa fwy.

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Pwy all ymgeisio?

Mae'r cynllun yn agored i bob tirfeddiannwr preifat a sefydliad sy'n gweithio gyda threftadaeth naturiol yng Nghymru. Mae'n rhaid i chi ddangos eich bod yn ymwybodol o feddu ar y caniatadau, y trwyddedau a'r cydsyniadau cywir sydd eu hangen i ymgymryd â gweithgaredd ar y rhwydwaith safleoedd gwarchodedig neu'r ardaloedd cyfagos, a'ch bod wedi sicrhau'r rhain yn barod neu'n gweithio tuag at eu sicrhau. Mae'n rhaid i'r ardal yr ydych yn ei wella fod yng Nghymru, ond gallwch chi/eich sefydliad fod wedi’ch lleoli unrhyw le yn y DU.

Yr hyn yr ydym yn ei ddisgwyl gan brosiectau

Mae'n rhaid i weithgareddau greu buddion uniongyrchol ar gyfer y rhwydwaith safleoedd gwarchodedig nawr neu yn y dyfodol. Bydd hyn fel arfer yn ymwneud â gwelliannau'n uniongyrchol ar safle neu ar leoliadau cyfagos a fydd yn gwella cyflwr nodweddion a chysylltedd safleoedd. Gall gynnwys y canlynol hefyd:

- gwelliannau i hygyrchedd safle
- cefnogi sefydliadau i gyrraedd cymunedau sydd heb eu gwasanaethau'n ddigonol
- Cefnogi sefydliadau neu unigolion sydd (neu a fydd yn y dyfodol) yn ymwneud â phrosiectau ar safleoedd a/neu ar rwydweithiau ecolegol sy'n eu cefnogi. Gallai hyn gynnwys cynllunio, staffio, hyfforddiant, prentisiaethau, cyllid gwyrdd, caffael tystiolaeth drwy arolygon, adolygiadau llywodraethu, etc.

Gall prosiectau weithredu ar y tir/môr o fewn a thu hwnt i'r safleoedd gwarchodedig eu hunain. Er enghraifft, gallai prosiectau y tu hwnt i safleoedd gwarchodedig:

- wella cysylltedd ecolegol rhwng safleoedd gwarchodedig penodol?
- gweithredu er budd cynefinoedd neu rywogaethau y tu hwnt i safleoedd gwarchodedig lle y maent hefyd yn nodweddion o safleoedd gwarchodedig cysylltiedig

- canolbwyntio ar rywogaeth nad yw'n nodwedd o safle, cyn belled â'i bod yn creu buddion o ran cyflwr, cysylltedd neu weithrediad ecosystem safleoedd penodol a'u nodweddion
- fod o fudd i gynefin neu rywogaeth nad yw'n nodwedd o safle ar hyn o bryd, ond y mae tystiolaeth yn awgrymu y gallai fod felly
- fod yn seiliedig ar ardaloedd nad ydynt o dan warchodaeth statudol ar hyn o bryd, ond sydd â lefel debyg o bwysigrwydd o ran bioamrywiaeth
- lleihau effeithiau allanol ar safleoedd gwarchodedig i wella cyflwr, er enghraifft o ddyddodiad nitrogen neu gytrefu INNS
- adfer swyddogaethau ecosystem o amgylch safleoedd gwarchodedig ar raddfa y dirwedd

Ym mhob un o'r achosion hyn, rhaid i gais gynnwys cyfiawnhad sy'n seiliedig ar dystiolaeth dros gymhwystra'r prosiect. ?Dylid enwi'r safleoedd a'r nodweddion penodol sy'n elwa o'r prosiect ac esbonio'r sail resymegol ecolegol drosto.

Bydd disgwyl i chi ddangos bod eich prosiect arfaethedig yn cyflwyno yn erbyn yr amcanion rheoli neu amcanion cadwraeth ar gyfer y safle dan sylw.?

Byddwn yn ceisio ariannu cyfuniad o weithgarwch cyfalaf a refeniw ar draws portffolio o brosiectau. I gael mwy o ddealltwriaeth, gweler 'Paratoi eich cais' isod.

Nodi safleoedd posib ar gyfer cysylltedd

Bydd camau gweithredu i wella cysylltedd rhwng safleoedd gwarchodedig yn fwyaf effeithiol os caiff eu lleoli i wella patrymau cysylltedd presennol yn y dirwedd. Mae camau gweithredu'n debygol o fod yn fwyaf effeithiol os ydynt yn atgyfnerthu, yn ehangu neu'n creu cysylltiadau rhwng rhwydweithiau cynefinoedd.

Mae'r Map Rhwydweithiau Natur ar gael i helpu gyda hyn a gellir ei gyrchu trwy MapDataCymru a Phorth Gwybodaeth Amgylcheddol Cymru.

- MapDataCymru: Cysylltedd Cynefin a Rhwydweithiau Ecolegol â Blaenoriaeth
- Porth Gwybodaeth Amgylcheddol Cymru. Dewiswch 'archwilio' o'r brif ddewislen, yna cliciwch ar y tab 'Gwytnwch Ecosystem'.

Mae'r mapiau'n dangos rhwydweithiau wedi'u modelu ar gyfer amrywiaeth o gynefinoedd sy'n dangos pa mor dda y mae ardaloedd cynefin yn debygol o fod wedi'u cysylltu ar draws Cymru ac â'r Rhwydweithiau Ecolegol â Blaenoriaeth. Maent yn dynodi cysylltedd presennol tebygol yn benodol rhwng ac o amgylch safleoedd gwarchodedig ar gyfer cynefinoedd gwahanol. Mae'r mapiau hefyd yn cyflwyno byffer generig o amgylch yr holl safleoedd gwarchodedig i dynnu sylw at bwysigrwydd gweithredu yn agos at safleoedd presennol.

Mae'n bwysig nodi mai allbynnau wedi'u modelu yw'r mapiau hyn a'u bwriad yw cyfeirio camau gweithredu, yn hytrach na'u rhagnodi. Efallai y bydd allbynnau model eraill ar gael, ac mae nodweddion cysylltiol eraill yn y dirwedd, megis cyrsiau d?r, cloddiau neu hyd yn oed ymylon ffyrdd, a allai gael eu hystyried wrth gynllunio prosiectau.

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Dyddiadau allweddol

- rhaglen yn agor ar **20 Medi 2023**
- terfyn amser ymgeisio:?**12 hanner dydd ar 23 Tachwedd 2023**
- hysbysir ymgeiswyr am benderfyniadau erbyn **1 Mawrth 2024**
- rhaid cwblhau prosiectau cyfalaf erbyn **1 Mawrth 2026**

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Paratoi eich cais

Pa gostau allwch chi ymgeisio amdanynt?

Mae'n bwysig i chi nodi pa rai o gostau eich prosiect sy'n gyfalaf a pha rai sy'n refeniw. Gall ceisiadau gynnwys unrhyw un o'r canlynol –

Costau cyfalaf:

- prynu eitemau sy'n gysylltiedig â gweithgareddau rheoli tir, megis coed, planhigion gwrychoedd, ffensys ac eitemau gwaith cyfalaf sy'n ofynnol i gyflwyno'r canlyniadau
- costau cyffredinol a geir wrth osod y gwaith cyfalaf, sy'n cynnwys costau contractwyr ar gyfer llafur a defnyddio offer
- prynu peiriannau ac offer hyd at werth yr ased ar y farchnad
- prynu, dylunio a gosod paneli dehongli, gan gynnwys costau cyfieithu
- caffael neu ddatblygu meddalwedd cyfrifiadurol a chaffael patentau, trwyddedau, hawlfreintiau a nodau masnach
- ffioedd ymgynghorydd a phensaer, costau dylunio technegol eraill, arolygon safle a ffioedd proffesiynol megis ffioedd sy'n gysylltiedig â chynaladwyedd amgylcheddol ac economaidd
- Ffioedd a chostau'r cais cynllunio. Mae ffioedd a godir am ganiatadau, trwyddedau a chydsyniadau statudol yn gymwys, ar yr amod eu bod yn hanfodol i gyflwyno'r prosiect cyfalaf. Gellir talu'r rhain cyn dechrau ar y prosiect ond mae'n rhaid eu hysgwyddo ar ôl mis Mawrth 2024 a dangos tystiolaeth ohonynt yn yr un ffordd â gwariant arall.
- ariannu wrth gefn ar gyfer costau cyfalaf ychwanegol (argymhellwn tua 10% o arian wrth gefn)
- ariannu ar gyfer chwyddiant i ganiatáu ar gyfer cynnydd mewn costau cyflwyno'r prosiect yn y dyfodol

Costau refeniw

- amser staff
- adennill costau llawn neu gostau sefydliadol craidd tuag at gyflwyno'r prosiect
- costau gweithgareddau (digwyddiadau, lluniaeth, llogi ystafell, etc)
- gwerthuso
- cynllunio'r prosiect, er enghraifft astudiaethau dichonoldeb, arolygon neu waelodlin ecolegol, ymgynghori â thirfeddianwyr/y gymuned, adolygiadau llywodraethu, cyngor ymgynghorol ar gyllid gwyrdd, etc

- costau hyfforddi a phrentisiaethau
- costau cyfieithu
- ariannu wrth gefn ar gyfer costau refeniw ychwanegol (argymhellwn tua 10% o arian wrth gefn)

Ni chewch gynnwys costau ar gyfer cynnal a chadw parhaus neu gostau rhedeg yn y dyfodol y tu hwnt i gyfnod y prosiect.

Iaith Gymraeg

Mae'n rhaid i chi gymryd y Gymraeg i ystyriaeth ym mhob agwedd ar eich gwaith a dweud wrthym sut y byddwch yn hybu ac yn cefnogi'r Gymraeg ac yn adlewyrchu natur ddwyieithog Cymru.

Bydd angen i chi ddangos sut y byddwch chi'n cynnig darpariaeth ddwyieithog yng nghyllideb a chynllun eich prosiect. Dylech gynnwys y gyllideb ar gyfer cyfieithu o dan y categori costau 'Arall' yn adran costau prosiect y ffurflen gais.

Os hoffech ragor o wybodaeth am sut i wneud hyn, bwrw golwg ar ein harweiniad ar gyfer cyflwyno prosiect dwyieithog yng Nghymru. Gallwch hefyd gysylltu â'n tîm cymorth iaith Gymraeg yn cymorthcymraeg@heritagefund.org.uk

Dogfennau ategol

Mae'n rhaid i'r dogfennau ategol a ganlyn gael eu huwchlwytho gyda'ch ffurflen gais. Dylai maint y ffeiliau fod yn llai na 20MB.**?Noder** bod rhai o'r dogfennau ategol sydd eu hangen ar gyfer y rhaglen hon yn wahanol i'r rhai a nodir yn y ffurflen gais ar-lein.?

Ar gyfer y rhaglen hon, mae angen y dogfennau canlynol arnom:

- dogfen lywodraethu (gorfodol os oes gan eich sefydliad un o'r rhain)
- Cyfrifon wedi'u harchwilio neu eu dilysu (gorfodol os ydych yn sefydliad). Os ydych yn unigolyn, yn sefydliad sydd newydd ei ffurfio neu os nad oes gennych gyfrifon sy'n llai na 12 mis oed, bydd angen i ni weld cyfriflenni banc yn yr un enw â'ch cais am y tri mis llawn diwethaf.
- cynllun prosiect (gorfodol ar gyfer pob prosiect) - gallwch lawrlwytho templed o'n tudalen cynllun prosiect
- cytundeb partneriaeth (gorfodol os ydych yn gweithio mewn partneriaeth)
- disgrifiadau swydd (gorfodol os ydych yn creu swyddi neu brentisiaethau newydd fel rhan o'ch prosiect)
- briffiau ar gyfer gwaith a gomisiynir (os yn berthnasol)?
- delweddau, gan gynnwys o leiaf un map sy'n dangos lleoliadau gwaith cyfalaf?
- cyfrifo adennill costau llawn (os yn berthnasol)?
- tystiolaeth o gefnogaeth, megis llythyrau, e-byst neu fideos cefnogol (dewisol)

Gofynion perchnogaeth trydydd parti

Gall tir eich prosiect (a all gynnwys gwahanol leiniau o dir dros ardal eang) fod yn eiddo i drydydd parti neu nifer o drydydd partïon (gan gynnwys perchnogion preifat). Os mai dyna'r achos, dylid rhoi cytundebau cyfreithiol ar waith rhyngoch chi a phob tirfeddiannwr.

Nid oes ffurf ragnodedig ar gytundeb, ond mae gennym ofynion penodol y dylid eu cynnwys mewn unrhyw gytundebau tirfeddiannwr trydydd parti. Fel lleiafswm, dylai'r cytundebau tirfeddiannwr gynnwys y canlynol:

- manylion y partïon
- cadarnhad ynghylch sut mae’r tir wedi'i ddal (rhydd-ddaliad neu ar brydles)
- disgrifiad o'r eiddo (gan gynnwys cynlluniau)
- cyfamodau ar ran y tirfeddiannwr i gynnal a chadw’r tir a darparu mynediad cyhoeddus yn unol â thelerau’r grant (fel y bo’n berthnasol)
- darpariaeth y dylai unrhyw warediad ymlaen fod yn ddarostyngedig i'r cytundeb trydydd parti
- y bydd y cytundeb yn para o ddechrau’r gwaith ar dir y trydydd parti tan 10 mlynedd ar ôl cwblhau’r prosiect

Bydd angen i chi ddarparu copïau o'r cytundebau tirfeddiannwr i ni er mwyn sicrhau eich bod yn cydymffurfio â'r gofynion hyn. Bydd angen cwblhau'r cytundebau tirfeddiannwr a'u rhoi ar waith cyn rhyddhau arian grant ar gyfer gwaith ar bob llain o dir sy'n eiddo i drydydd parti. Mewn rhai amgylchiadau, mae'n bosib y byddwn yn gofyn i'r perchennog lofnodi ein telerau ac amodau.

Gallwch gynnwys costau addasu a sefydlu unrhyw gytundebau trydydd parti, gan gynnwys costau ceisio cyngor cyfreithiol, fel rhan o’r costau yn eich cais.

Trwyddedau, caniatadau a chydsyniadau

Mae'n rhaid i ymgeiswyr ddangos yn eu cais eu bod yn ymwybodol o'r caniatadau a'r trwyddedau perthnasol ar gyfer cyflwyno eu prosiect, a'u bod yn gweithio tuag at gaffael y rhain.

Ariannu cyfatebol

Nid oes unrhyw ofynion o ran cyfraniadau arian parod neu anariannol ar gyfer y Gronfa Rhwydweithiau Natur. Fodd bynnag, gall unrhyw gyfraniadau arian parod, anariannol neu ar ffurf gwirfoddolwyr y byddwch yn eu darparu ychwanegu at effaith a gwerth am arian eich prosiect, a fydd yn cael eu hystyried yn y cam asesu.

Ni chewch ddefnyddio'r grant hwn fel arian cyfatebol ar gyfer prosiect gan Gronfa Treftadaeth y Loteri Genedlaethol, nac i'r gwrthwyneb.

Gwerthuso

Rydym yn argymell i chi ystyried gwerthuso o ddechrau eich prosiect. Po fwyaf gofalus y mae prosiectau'n cyllidebu ar gyfer eu gwerthusiad, yr uchaf fydd ansawdd yr adroddiad terfynol.?Rydym wedi argymell lleiafswm gwariant ar werthuso. Gallwch ddod o hyd i fwy o wybodaeth yn ein canllaw gwerthuso.?

Ar ddiwedd eich prosiect byddwn yn disgwyl i chi gyflwyno adroddiad gwerthuso. Mae angen cyflwyno hwn cyn i ni dalu'r 10% olaf o'ch grant. Dylai hyn gynnwys manylion am sut mae cydnerthedd ecosystemau a/neu gysylltedd cynefinoedd wedi elwa o’r buddsoddiad (neu y bydd yn elwa yn y dyfodol). Dylech rannu data a methodoleg monitro perthnasol.

Byddwn hefyd yn disgwyl i chi rannu data geo-ofodol ar ble mae eich prosiect wedi gweithio er mwyn gwella setiau data CNC. Caiff arweiniad pellach ar hyn ei ddarparu os dyfernir grant i chi.

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Sut i wneud cais

Gallwch wneud cais mor fuan ag y byddwch yn barod. **23 Tachwedd 2023** am 12 hanner yw'r terfyn amser ymgeisio.

Cyn i chi ymgeisio, gwnewch yn si?r eich bod yn darllen ein nodiadau cymorth ymgeisio yn ofalus a gwirio eich bod yn gymwys.

Noder: mae'r Gronfa Treftadaeth yn defnyddio'r un ffurflenni cais ar draws amrywiaeth o'n rhaglenni. Mae angen ateb rhai cwestiynau'n wahanol ar gyfer y rhaglen hon, felly mae'n rhaid i chi ddarllen y nodiadau cymorth ymgeisio yn ofalus er mwyn deall pa wybodaeth sydd ei hangen a ble. Peidiwch â defnyddio'r eiconau cymorth sydd wedi'u hymwreiddio yn y ffurflen ar-lein.

Rydym wedi dylunio'r broses ymgeisio i fod mor syml â phosib ac yn gofyn dim ond am yr wybodaeth sydd ei hangen arnom.

Pan fyddwch chi'n barod, gallwch wneud cais am grantiau rhwng £50,000 a £250,000

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Nodiadau cymorth ymgeisio a thempledi

- nodiadau cymorth ymgeisio am grantiau rhwng £50,000 a £250,000
- canllaw derbyn grant

Ar gyfer pob cais, mae angen i chi gyflwyno cynllun prosiect gyda'ch cais – gallwch lawrlwytho templed o'n tudalen cynllun prosiect.

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Ar ôl i chi wneud cais

Asesu eich cais

Byddwn yn asesu ceisiadau cymwys yn erbyn y meini prawf a ganlyn:

- cyfraniad at adferiad natur safleoedd gwarchodedig yng Nghymru
- ennyn diddordeb amrywiaeth ehangach o bobl ym myd natur
- nifer y swyddi/prentisiaethau/hyfforddeiaethau a gynigir, yn enwedig i bobl ifanc
- gwerth am arian
- cynaladwyedd hir dymor

Meini prawf cydbwyso

Os byddwn yn derbyn mwy o geisiadau o ansawdd da nag y gallwn eu hariannu, byddwn yn blaenoriaethu prosiectau a fydd yn:

- gweithio mewn ardaloedd sydd fwyaf tebygol o gefnogi'r gwaith o ddarparu Rhwydweithiau Ecolegol Cydnerth o fewn y Rhaglen Rhwydweithiau Natur fel y nodir ar y Map Rhwydweithiau Natur
- cynrychioli gwasgariad daearyddol a bioamrywiol ar draws Cymru ac ar draws yr holl brosiectau Cronfa Rhwydweithiau Natur (rownd un a dau)
- ennyn diddordeb y cyhoedd ym myd natur yn weithredol
- darparu cyfuniad o brosiectau cyfalaf a refeniw ar draws y portffolio

Os yw eich cais yn llwyddiannus

Byddwn yn **hysbysu ymgeiswyr am ein penderfyniadau ar xx 2024**. Byddwn yn darparu arweiniad ychwanegol ar ein gofynion monitro ac amodau cyfreithiol bryd hynny.

Bydd pob grant o dan £100,000 yn cael ei dalu mewn tri rhandaliad. Byddwch yn derbyn 50% o'ch grant unwaith y byddwch wedi derbyn caniatâd i ddechrau ar eich prosiect. Byddwch yn derbyn y 40% nesaf hanner ffordd drwy eich prosiect, pan fydd y 50% cyntaf wedi'i wario. Rydym yn cadw'r 10% olaf o'ch grant yn ôl hyd nes bod y prosiect wedi'i gwblhau.

Bydd grantiau o £100,000 a throsodd yn cael eu talu mewn ôl-daliadau, mewn rhandaliadau rheolaidd, ar wrth dderbyn tystiolaeth o wariant.

Expand All accordions

Gwybodaeth ychwanegol

Rheoli cymorthdaliadau

Cyfrifoldeb yr ymgeisydd yw cadarnhau bod ei gais wedi'i ystyried a'i wirio mewn perthynas â rheolau rheoli cymorthdaliadau.

Ar adeg cyhoeddi'r arweiniad hwn, nid yw cyllid cyhoeddus ar gyfer sefydliadau bellach wedi'i lywodraethu gan reolau cymorth gwladwriaethol y Comisiwn Ewropeaidd. Mae hyn fel y nodir yn Erthygl 107–109 Cytundeb Gweithredu'r Undeb Ewropeaidd a'r rheoliadau a chanllawiau cysylltiedig.?

Yn hytrach, mae pob penderfyniad grant a wneir ar ôl 11pm ar 31 Rhagfyr 2020 yn ddarostyngedig i gyfundrefn rheoli cymorthdaliadau newydd y DU. Nodir egwyddorion hynny ym Mhennod Tri (Cymorthdaliadau) Teitl XI (Tegwch yn y Farchnad) Rhan Dau (Masnach, Trafnidiaeth, Pysgodfeydd a Threfniadau Eraill) y Cytundeb Masnach a Chydweithredu.

Disgwylir y bydd arweiniad pellach, ymgynghoriad ac o bosib deddfwriaeth newydd yn y maes hwn i adeiladu ar yr egwyddorion hynny. Bydd disgwyl i chi gydymffurfio ag egwyddorion y gyfundrefn rheoli cymorthdaliadau a bodloni unrhyw ofynion yn y dyfodol. Bydd cytundebau yr ymrwymwyd iddynt yn cael eu hadolygu a'u hamrywio'n unol â hynny. ?Rydym yn cadw'r hawl i bennu gofynion pellach ac amodau ychwanegol mewn perthynas â'r mater hwn.?

Fel ymgeisydd, chi sy'n gyfrifol am wirio a oes angen cliriad cymorth gwladwriaethol neu reoli cymorthdaliadau.?Dylech geisio cyngor cyfreithiol annibynnol os nad ydych yn si?r a fydd angen cliriad ar brosiect ai beidio.

Gweithio ar dir preifat

Ceir llawer o gynefinoedd a rhywogaethau dynodedig ar dir sy'n eiddo i unigolion preifat neu sefydliadau er-elw. Gall prosiectau gyflwyno gwaith neu weithgareddau ar dir preifat cyhyd â bod unrhyw fudd cyhoeddus yn amlwg yn drech nag unrhyw fudd preifat posib ac ar yr amod nad yw rheolau rheoli cymorthdaliadau'n cael eu torri.

Er enghraifft, gallem ariannu gwaith adfer gwrychoedd neu greu pyllau ar fferm, ar yr amod nad ydynt yn ychwanegu gwerth ariannol at y tir nac yn cyfleu unrhyw fudd ariannol anuniongyrchol sylweddol a allai dorri rheolau rheoli cymorthdaliadau.

Wrth weithio ar dir preifat, rydym yn deall y gall fod cyfyngiadau ar fynediad cyhoeddus. Fodd bynnag, rydym yn annog mynediad cyhoeddus pryd bynnag y bo'n ymarferol. Rydym hefyd yn cydnabod efallai na fydd mynediad ffisegol bob amser yn briodol nac yn ddymunol am resymau cadwraeth cynefinoedd. Os yw mynediad gwell yn bosib, efallai y byddwch hefyd eisiau gwneud cais am ariannu ar gyfer seilwaith newydd, er enghraifft llwybrau neu guddfannau, a all helpu i ddarparu mwy o fynediad i'r cyhoedd.

Gall gwaith gael ei wneud ar dir sy'n eiddo i adran o'r llywodraeth neu gorff hyd braich ar yr amod nad ydynt yn elwa'n ariannol o unrhyw fuddsoddiad.?Pe bai elusen neu bartneriaeth amgylcheddol yn gwneud gwaith ar y fath dir, gall fod dim ond ar gyfer gwaith na fyddai'n dod o dan unrhyw gyfrifoldeb statudol.

Perchnogaeth ar eiddo

Tir ac adeiladau ar gyfer gwaith cyfalaf

Rhaid i chi naill ai fod yn berchen ar y rhydd-ddaliad neu â phrydles sy’n bodloni’r gofynion canlynol:

- **sefydliad nid-er-elw:** rhaid bod 10 mlynedd yn weddill ar eich prydles ar ôl dyddiad cwblhau'r prosiect
- **perchennog preifat:** rhaid bod o leiaf 10 mlynedd yn weddill ar eich prydles ar ôl dyddiad cwblhau'r prosiect
- **nid ydym** yn derbyn lesau sydd â chymalau torri (mae’r rhain yn rhoi’r hawl i un neu fwy o bartïon y les ddod â’r les i ben o dan rai amgylchiadau)
- nid ydym yn derbyn lesau sydd â fforffediad ar gymalau ansolfedd (mae’r rhain yn rhoi’r hawl i’r landlord ddod â'r les i ben os bydd y tenant yn mynd yn fethdalwr)

- Mae'n **rhaid i chi** fedru gwerthu, morgeisio neu is-osod y cyfan neu ran o'ch les, ond os byddwn yn dyfarnu grant i chi, rhaid i chi gael caniatâd gennym ni'n gyntaf i wneud unrhyw un o'r rhain

Tir neu adeiladau sy'n eiddo i drydydd parti

Os yw trydydd parti yn berchen ar y tir (a all gynnwys partner yn y prosiect) byddwn naill ai'n ei gwneud hi'n ofynnol i'r perchennog ymrwymo'n uniongyrchol i'ch contract grant gyda ni neu'n ei gwneud hi'n ofynnol i chi ymrwymo i gytundeb cyfreithiol rwymol gyda'r perchennog.

Expand All accordions

Cymorth ac adnoddau pellach

- i gael cymorth technegol neu gyda hygyrchedd, cysylltwch â'n tîm gwasanaeth cwsmeriaid yn enquire@heritagefund.org.uk
- mae ein canllaw arfer da yn rhoi cyngor ar amrywiaeth o bynciau i'ch helpu i gyflawni prosiect o ansawdd uchel, gan gynnwys cynnal gwerthusiad
- gall ein canllaw natur a thirweddau eich helpu i ddylunio a chyflwyno prosiectau
- mae datganiadau ardal Cyfoeth Naturiol Cymru yn amlinellu'r heriau a'r mentrau allweddol sy'n digwydd ym mhob ardal o Gymru
- Ar gyfer gweithgareddau ar safle gwarchodedig neu'n agos ato, dylid ceisio cyngor ymlaen llaw gan Cyfoeth Naturiol Cymru. Gyrrwch e-bostsitesactions@cyfoethnaturiolcymru.gov.uk i gael cyngor ar amcanion rheoli a chaniatadau/cydsyniadau.
- gall y Map Rhwydweithiau Natur helpu wrth gyfeirio lleoliad gweithgareddau i ddatblygu cysylltedd ac mae ar gael trwy MapData a Phorth Gwybodaeth Amgylcheddol Cymru (WEIP):
  – MapDataCymru: Cysylltedd Cynefin a Rhwydweithiau Ecolegol â Blaenoriaeth
  – Porth Gwybodaeth Amgylcheddol Cymru. Dewiswch 'archwilio' o'r brif ddewislen, yna cliciwch ar y tab 'Gwytnwch Ecosystem'.
- i gael rhagor o wybodaeth am sut y caiff eich data ei brosesu o dan y rhaglen grant hon, gweler ein polisi preifatrwydd??????

Expand All accordions

Gwneud cwyn

Rydym yn deall efallai y bydd penderfyniad yn peri siom i chi.?Gyda'r Gronfa Rhwydweithiau Natur, nid oes hawl i apelio nac ailymgeisio.

Ni allwn ond adolygu ein penderfyniad os byddwch yn gwneud cwyn ffurfiol am sut yr ydym wedi ymdrin â'ch cais. Mae gennym broses gwynion dau gam ar gyfer y gronfa hon. Ni fyddwn ond yn gallu ystyried ac ymchwilio i'r g?yn os gallwch ddangos y canlynol:

- ni fu i ni ddilyn y gweithdrefnau cyhoeddedig ar gyfer asesu eich cais
- rydym wedi camddeall rhan sylweddol o'ch cais
- ni fu i ni gymryd gwybodaeth berthnasol i ystyriaeth

Mae'n rhaid gwneud cwyn ffurfiol yn ysgrifenedig drwy yrru e-bost i enquire@heritagefund.org.uk o fewn 10 diwrnod gwaith ar ôl derbyn y penderfyniad ar eich cais. Anelwn at gydnabod eich cwyn o fewn tri diwrnod gwaith.

Bydd eich cwyn yn cael ei hadolygu yn y lle cyntaf gan Gyfarwyddwr ardal/gwlad Cronfa Treftadaeth y Loteri Genedlaethol sy'n annibynnol ar y paneli argymell a phenderfynu ar gyfer y gronfa hon.?Anelwn at gyfathrebu penderfyniad o fewn 15 diwrnod gwaith o'r adeg y gwnaethoch gyflwyno'ch cwyn.

I gael cymorth, cysylltwch â'n Tîm Gwasanaethau Cwsmeriaid ar 020 7591 6044 neu enquire@heritagefund.org.uk.

Newidiadau i'r arweiniad hwn

Byddwn yn adolygu'r arweiniad hwn yn rheolaidd ac yn ymateb i adborth gan ddefnyddwyr. Rydym yn cadw'r hawl i wneud newidiadau fel y bo angen. Byddwn yn cyfathrebu unrhyw newidiadau cyn gynted â phosib trwy'r dudalen we hon.?

Mae'r Gronfa Rhwydweithiau Natur (rownd tri) yn cael ei chyflwyno gan y Gronfa Treftadaeth, ar ran Llywodraeth Cymru ac mewn partneriaeth â Chyfoeth Naturiol Cymru.

FAQs: Nature Networks Fund (round three)

See all updates

Answers to questions raised by attendees during a pre-application webinar for the Nature Networks Fund (round three), held on Tuesday 10 October 2023.

Page created: 17 October 2023.

The speakers are:

- Moe Horikaw, Investment Manager, Wales, National Lottery Heritage Fund (Presenter)
- Julie Hughes, Head of Investment, Wales, National Lottery Heritage Fund
- Jim Latham, Natural Resources Wales/Cyfoeth Naturiol Cymru
- Kirsty Lindenbaum, Natural Resources Wales/Cyfoeth Naturiol Cymru

FAQs arising from the webinar

Attendees at the webinar raised a series of questions, which we have answered below.

The answers to several questions raised can be found by reading the guidance. Please read the guidance and the help notes carefully before applying.

If a project is largely a capacity building project, can there still be small elements of capital spend within it, or can there not be any capital at all if you are submitting a capacity building project?

Yes, you can include it. The focus of those grants should be around capacity, but if that is things like pilot projects, which will give you knowledge to do a bigger project in the future, then those sorts of capital costs can be included.

Can you purchase land with the funding?

No.

Does an Area of Outstanding Natural Beauty (AONB) count as a protected site under these criteria?

No, it does not. However, your project may ultimately help/support an AONB, as work can happen around or across sites.

What is the revenue/capital split available this round?

There is a split of 66% revenue and 34% capital available.

How many applications can an organisation make if they are included in a joint application or partners in an application?

We would be looking at one per the main/lead applicant organisation. So if you are the joint or partner in the application you may be included in multiple.

Is this the final round of funding or will there be future rounds available?

At this stage we can only guarantee this round of funding.

Can statutory land be included in an application?

The inclusion of statutory land is ok. However, what we can't fund is statutory responsibility, so from the application we'll need to know what that work is and why you require getting a grant to do it as opposed to it being attached to responsibility that should be funded elsewhere.

Can we match fund current Nature Networks projects with this round?

No, however you can submit a separate project application even if you have had previous Nature Networks funding or are currently delivering a project under the previous rounds.

Why is the application window so short?

This was due to delays in Welsh Government budget reviews from Ministers. As a result, and in order to still deliver the grant programme at all in this financial year, we had to drop the large grants and reduce the application window in order to allow for an appropriate assessment period.

Nodiadau cymorth ymgeisio: Cronfa Rhwydweithiau Natur (rownd tri)

See all updates

Mae'r arweiniad ymgeisio hwn ar gyfer sefydliadau ac unigolion sy'n gwneud cais i'r Gronfa Rhwydweithiau Natur (rownd tri), am grantiau rhwng £50,000 a £250,000.

Crëwyd y dudalen: Medi 2023.

Mae'n **rhaid** i chi ddefnyddio'r arweiniad hwn i'ch cynorthwyo wrth gwblhau ffurflen gais ar-lein am grant o dan £250,000.

Pwysig: Mae Cronfa Treftadaeth y Loteri Genedlaethol yn defnyddio'r un ffurflenni ar draws amrywiaeth o raglenni yr ydym yn eu darparu. Wrth lenwi eich ffurflen gais, mae'n rhaid i chi ddilyn yr arweiniad isod am fod angen ateb rhai cwestiynau yn wahanol ar gyfer y rhaglen hon. **Ni ddylech** ddefnyddio'r eiconau cymorth sydd wedi'u hymwreiddio yn y ffurflen ar-lein gan nad ydynt yn gysylltiedig â'r ariannu hwn.

Y Camau Cyntaf

1. Bu i ni lansio porth ymgeisio newydd ym mis Mawrth 2021. Os nad ydych eisoes wedi cofrestru ar y porth, bydd angen i chi gofrestru cyn cyflwyno cais.
2. Os na allwch sefydlu eich cyfrif neu eich bod yn profi unrhyw anawsterau technegol, cysylltwch â:?investment-service-support@heritagefund.org.uk.
3. Unwaith y bydd eich sefydliad wedi cofrestru, cliciwch ar 'Dechrau Cais Newydd' a dewiswch y botwm 'Grantiau £10,000 i £250,000. Yna cliciwch ar 'Dechrau Cais Newydd'.
4. Os byddwch yn penderfynu copïo a gludo testun o ddogfen Word yn uniongyrchol i'ch ffurflen gais, adolygwch eich cais cyn ei gyflwyno a gwnewch newidiadau lle bo angen er mwyn sicrhau nad ydych yn mynd dros y terfynau geiriau a nodir. Bydd modd i chi gadw'r ffurflen hon wrth i chi weithio arni.

Cwestiynau

Eich prosiect

Dywedwch wrthyn ni ba gyngor rydych wedi'i dderbyn wrth gynllunio eich prosiect a chan bwy

Atebwch yn ôl y drefn arferol.

Ai hwn yw'r cais cyntaf aton ni gan eich sefydliad?

Atebwch 'ydy neu 'nac ydy'.

Teitl y prosiect

Cofiwch gynnwys y rhagddodiad #NNF3 yn nheitl eich prosiect. Er enghraifft **#NNF3 Gwelliannau i warchodfa natur gweision y neidr.**

Pryd fydd eich prosiect yn digwydd?

Dyma'r dyddiad yr ydych yn disgwyl dechrau ar eich prosiect. Dylai fod ar neu ar ôl **1 Ebrill 2024.**

Mae'n **rhaid** i'ch prosiect ddod i ben erbyn 1 Mawrth 2026, gan gynnwys yr holl adroddiadau ariannol a gwerthuso. Rhagwelwn y bydd y rhan fwyaf o brosiectau cynllunio prosiect yn para'n fyrrach na phrosiectau sy'n cyflwyno gwaith cyfalaf.

Pam mae angen i'ch prosiect chi ddigwydd nawr?

Atebwch yn ôl y drefn arferol.

Ydy'r prosiect yn digwydd yn yr un lleoliad â chyfeiriad eich sefydliad?

Atebwch yn ôl y drefn arferol, 'ydy' neu 'nac ydy'.

Os nac ydy, gofynnir i chi gynnwys manylion cyfeiriad eich prosiect.

Ar gyfer prosiectau ar safle neu dirwedd, rhowch gyfeirnod grid chwe digid yr Arolwg Ordnans ar gyfer pwynt canol ardal eich prosiect (er enghraifft: SK510072). Os ydych yn gweithio ar nifer o safleoedd, gwahanwch bob cyfeirnod grid gyda hanner colon (er enghraifft: SK510072; SX163777; TQ317842). Peidiwch â chynnwys unrhyw destun ychwanegol gyda'ch cyfeirnodau grid.

Disgrifiwch eich syniad

Mewn uchafswm o 500 o eiriau, esboniwch beth mae eich prosiect yn bwriadu ei wneud ac ar beth y byddwch chi'n gwario'r arian. Dylech ddefnyddio'r ddau is-bennawd a ganlyn, gan ddibynnu a yw eich prosiect yn gyfalaf, yn ymwneud â chydnerthedd neu'r ddau.

Prosiectau Cyfalaf:

- Ar ba safle(oedd) fyddwch chi'n gweithio?
- Pa waith fyddwch chi'n ymgymryd ag ef ar gyfer cynefinoedd a rhywogaethau?
- Pwy fydd yn cymryd rhan a sut (staff, gwirfoddolwyr, y cyhoedd, cynulleidfaoedd targed)?

Prosiectau Cynllunio Prosiect:

- Ar ba safle(oedd) y byddwch chi'n cynllunio ar gyfer gweithredu yn y dyfodol?
- Pa waith fyddwch chi'n ei ymgymryd ag ef yn ystod y prosiect (er enghraifft, pa arolygon, ymgynghoriadau neu weithgareddau cynllunio)?
- Pwy fydd yn cymryd rhan a sut (staff, gwirfoddolwyr, y cyhoedd, cynulleidfaoedd targed, partneriaid)?
- Sut fydd y cynllun yn ceisio gwella cyflwr a chydnerthedd y rhwydwaith safleoedd gwarchodedig?

A fydd gwaith cyfalaf yn rhan o'ch prosiect?

Atebwch gwestiynau sy'n ymwneud â gwaith cyfalaf yn ôl y drefn arferol, 'bydd' neu 'na fydd'.?

Dylech gyflwyno arolygon cyflwr a/neu ddogfennau/lesau perchnogaeth os oes gennych nhw.

Oes angen caniatâd arnoch chi gan unrhyw un arall i wneud eich prosiect?

Atebwch yn ôl y drefn arferol, 'oes', 'nac oes' neu 'ddim yn si?r'. Mae'n rhaid i chi ddangos yn eich cais eich bod yn ymwybodol o'r caniatadau a'r trwyddedau perthnasol ar gyfer cyflwyno'ch prosiect, a'ch bod yn gweithio tuag at gaffael y rhain.

Pa wahaniaeth a ddaw yn sgil eich prosiect?

Atebwch yn ôl y drefn arferol.

A ystyrir bod y dreftadaeth mewn perygl?

Atebwch yn ôl y drefn arferol, 'ydy' neu 'nac ydy'.

Os ydy, esboniwch sut mae'r dreftadaeth mewn perygl.

A oes gan y dreftadaeth unrhyw ddynodiadau ffurfiol?

Dewiswch unrhyw opsiynau o'r rhestr sy'n berthnasol i'ch treftadaeth.

Ydy eich prosiect yn ymwneud â threftadaeth sy'n denu ymwelwyr?

Atebwch yn ôl y drefn arferol, 'ydy' neu 'nac ydy'.

Pam mae eich prosiect yn bwysig i'ch cymuned?

Atebwch yn ôl y drefn arferol.

Pa fesurau fyddwch chi'n eu cymryd i gynyddu effeithiau amgylcheddol cadarnhaol a gostwng effeithiau amgylcheddol negyddol?

Dylai'r ateb hwn ganolbwyntio ar weithgarwch y tu allan i'r gwaith gwella cynefinoedd ei hun. Er enghraifft: teithio, caffael neu wastraff. Darllenwch ein harweiniad cynaladwyedd amgylcheddol am fwy o wybodaeth.

Beth fydd yn digwydd ar ôl i'r prosiect ddod i ben?

Dywedwch wrthym pwy fydd yn gyfrifol am reoli a chynnal yr allbynnau ar ôl i'r prosiect ddod i ben, pa waith a pha fath o ganiatâd fydd eu hangen. Ar gyfer gwaith cyfalaf, dylai hyn fod yn gysylltiedig â chynllun rheoli a chynnal a chadw. Os nad oes gennych gynllun ar hyn o bryd, gellir cynnwys hwn yng ngweithgarwch eich prosiect.

Ar gyfer prosiectau cynllunio prosiect:

Dywedwch wrthym pwy fydd yn gyfrifol am symud y prosiect ymlaen i'r cam cyflwyno. Beth fydd ei angen i wneud hyn?

Pam mai eich sefydliad chi yw'r un gorau i gyflwyno'r prosiect hwn?

Atebwch yn ôl y drefn arferol.

A fydd eich prosiect yn cael ei gyflwyno gan bartneriaeth?

Atebwch yn ôl y drefn arferol, 'bydd' neu 'na fydd'.

Os ateboch 'bydd', rhaid i chi atodi'ch cytundeb partneriaeth a nodi y gellir gofyn i bartneriaid ffurfiol ymrwymo i'n telerau grant.

Canlyniadau

Rydym yn disgrifio'r gwahaniaeth yr ydym am ei wneud gyda'n hariannu trwy set o naw canlyniad, sy'n cynnwys ein chwe chanlyniad blaenoriaeth. Mae canlyniadau'n newidiadau, effeithiau neu fuddion sy'n digwydd o ganlyniad uniongyrchol i'r ariannu hwn.

Y canlyniadau **gorfodol** ar gyfer y Gronfa Rhwydweithiau Natur (rownd tri) yw:

- bydd ystod ehangach o bobl yn cymryd rhan mewn treftadaeth
- bydd treftadaeth mewn cyflwr gwell

Mae'n **rhaid** i chi ymdrin â'r **ddau ganlyniad** yn eich cais.

Disgwyliwn i ymatebion fod yn gymesur â swm y grant y gofynnir amdano.

Os yw'n berthnasol i'ch prosiect, gallwch hefyd ymateb i:

- Bydd y sefydliad a ariennir yn fwy cydnerth

Sut fydd eich prosiect yn cynnwys amrywiaeth ehangach o bobl?

Dylai eich ateb esbonio sut y bydd eich proffil o ran cynulleidfa neu wirfoddolwyr wedi newid drwy'r prosiect neu, os mai cais am gynllunio prosiect yw hwn, sut y byddai'n newid mewn prosiect yn y dyfodol. Gall hyn gynnwys:

- gwelliannau i hygyrchedd safle
- gweithio gyda phartneriaid neu sefydliadau eraill i gyrraedd cynulleidfaoedd sydd heb eu gwasanaethau'n ddigonol

- cefnogi unigolion newydd i gyrchu'r sector trwy swyddi, hyfforddiant a/neu brentisiaethau

Dylid cynnwys tystiolaeth i gefnogi'ch cynlluniau chi.

Sut fydd eich prosiect yn helpu i wella cyflwr treftadaeth?

Esboniwch sut fydd eich prosiect yn gwella cyflwr y rhwydwaith safleoedd gwarchodedig, hyd yn oed os bydd hyn yn digwydd yn y dyfodol. Er enghraifft, disgrifiwch pa gamau penodol y byddwch yn eu cymryd i wella rheolaeth ar y cynefinoedd a'r rhywogaethau.

Os nad yw eich prosiect yn digwydd yn uniongyrchol ar safle gwarchodedig, esboniwch sut fydd eich prosiect yn dod â gwerth i'r rhwydwaith yn y tymor hir. Efallai y bydd yn ddefnyddiol i chi gyfeirio at y Map Rhwydweithiau Natur am dystiolaeth o sut y bydd lleoliad gweithgareddau y tu hwnt i safleoedd gwarchodedig yn datblygu cysylltedd. Mae hyn ar gael trwy MapData a Phorth Gwybodaeth Amgylcheddol Cymru (WEIP):

- MapDataCymru: Cysylltedd Cynefin a Rhwydweithiau Ecolegol â Blaenoriaeth
- Porth Gwybodaeth Amgylcheddol Cymru. Dewiswch 'archwilio' o'r brif ddewislen, yna cliciwch ar y tab 'Gwytnwch Ecosystem'.

A fydd eich prosiect yn cyflawni unrhyw un o'n canlyniadau eraill?

Gadewch hyn yn wag, ni fyddwn yn asesu unrhyw ganlyniadau eraill ar gyfer y Gronfa Rhwydweithiau Natur (rownd tri).

Rheoli eich prosiect

Sut fydd eich prosiect yn cael ei reoli?

Atebwch yn ôl y drefn arferol.

Sut fyddwch chi'n gwerthuso eich prosiect?

Rydym yn argymell i chi ymgorffori gwerthuso o ddechrau eich prosiect. Po fwyaf gofalus y mae prosiectau'n cyllidebu ar gyfer eu gwerthusiad, yr uchaf fydd ansawdd yr adroddiad terfynol. Rydym wedi argymell lleiafswm gwariant ar werthuso a gallwch ddod o hyd i ragor o wybodaeth am hyn yn ein canllaw gwerthuso.?

Ar ddiwedd eich prosiect byddwn yn disgwyl rhywfaint o adborth gwerthuso, mewn dwy ran:

- eich adroddiad gwerthuso eich hun, sydd i'w gyflwyno cyn i ni dalu'r 10% olaf o'ch grant
- Holiadur gwerthuso, o fewn blwyddyn ar ôl cwblhau. Gallwch weld yr wybodaeth y byddwn am i chi ei hadrodd yn ein canllaw gwerthuso.

Sut ydych chi'n bwriadu cydnabod eich grant?

Fel rhan o'ch grant gan Lywodraeth Cymru, mae'n rhaid i chi gydnabod eich ariannu ar gyfryngau cymdeithasol, drwy ddatganiadau i'r wasg, a thrwy arddangos ein logo partneriaeth. Darllenwch ein Canllaw cydnabod eich grant gan Lywodraeth Cymru.

Dywedwch wrthyn ni am unrhyw swyddi neu brentisiaethau y byddwch yn eu creu i gyflwyno'ch prosiect

Atebwch yn ôl y drefn arferol. Os ydych yn creu swyddi neu brentisiaethau, rhaid i chi atodi'r disgrifiadau swydd perthnasol.

Costau’r prosiect

Cyfeiriwch at adran 'Paratoi eich cais' yr arweiniad ymgeisio i sicrhau bod costau eich prosiect yn rhai cymwys.

At ddibenion monitro, mae'n bwysig i chi wahaniaethu rhwng costau cyfalaf a refeniw yn eich tabl costau. I wneud hyn, rhowch nhw ar linellau ar wahân ac ychwanegwch 'Cyf' neu 'Ref' ar ddechrau pob disgrifiad cost. Er enghraifft, os ydych yn gwneud cais am £10,000 o ffioedd proffesiynol ar gyfer gwaith cyfalaf, a £5,000 o ffioedd proffesiynol ar gyfer gweithgareddau ymgysylltu, dylai eich tabl edrych fel hyn:

Enghraifft o dabl costau

Pennawd cost	Disgrifiad o'r gost	Swm
Ffioedd proffesiynol	CYF contractwyr i adeiladu cuddfan adar	£10,000
Ffioedd proffesiynol	REF gweithwyr llawrydd i gyflwyno rhaglen weithgareddau	£5,000

Mae'n bwysig nad yw'r costau rydych yn gofyn i ni eu talu'n gyfystyr â chymhorthdal anghyfreithlon i chi. Gwiriwch adran 'Gwybodaeth Ychwanegol' yr arweiniad ymgeisio am fanylion pellach.

Cefnogaeth dros eich prosiect

Ydych chi'n derbyn unrhyw gyfraniadau arian parod at eich prosiect?

Atebwch yn ôl y drefn arferol, 'ydym' neu 'nac ydym’.

Noder: Nid oes gofyniad gorfodol am gyfraniadau arian parod at brosiectau Rhwydweithiau Natur (rownd tri). Fodd bynnag, gall unrhyw gyfraniadau arian parod y byddwch yn eu darparu ychwanegu at effaith a gwerth am arian eich prosiect, a fydd yn cael eu hystyried yn y cam asesu.

Ychwanegu cyfraniad nad yw'n arian parod

Nid oes gofyniad gorfodol am gyfraniadau nad ydynt yn arian parod at brosiectau Rhwydweithiau Natur (rownd tri). Fodd bynnag, gall unrhyw gyfraniadau nad ydynt yn arian parod y byddwch yn eu darparu ychwanegu at effaith a gwerth am arian eich prosiect, a fydd yn cael eu hystyried yn y cam asesu.

Gwirfoddolwyr

Nid oes gofyniad gorfodol am gyfraniadau o ran gwirfoddolwyr at brosiectau Rhwydweithiau Natur (rownd tri). Fodd bynnag, gall unrhyw gyfraniadau o ran gwirfoddolwyr y byddwch yn eu darparu ychwanegu at effaith a gwerth am arian eich prosiect, a fydd yn cael eu hystyried yn y cam asesu.

Tystiolaeth o gefnogaeth

Atebwch yn ôl y drefn arferol. Uwchlwythwch lythyrau, e-byst neu fideos o gefnogaeth fel y bo'n briodol ar gyfer eich prosiect.

Dogfennau ategol

Mae'n rhaid i'r dogfennau ategol a ganlyn gael eu huwchlwytho ar ddiwedd eich ffurflen gais. Dylai maint y ffeiliau fod yn llai na 20MB.?Noder bod rhai o'r dogfennau ategol sydd eu hangen ar gyfer y rhaglen hon yn wahanol i'r rhai a nodir yn y ffurflen gais ar-lein.?

Ar gyfer y rhaglen hon, mae angen y dogfennau canlynol arnom:

- dogfen lywodraethu (gorfodol os oes gan eich sefydliad un o'r rhain)
- cyfrifon wedi'u harchwilio neu eu dilysu (gorfodol os ydych yn sefydliad)
- cynllun prosiect (gorfodol ar gyfer pob prosiect) – gallwch lawrlwytho templed o'n tudalen cynllun prosiect
- cytundeb partneriaeth (gorfodol os ydych yn gweithio mewn partneriaeth)
- disgrifiadau swydd (gorfodol os ydych yn creu swyddi neu brentisiaethau newydd fel rhan o'ch prosiect)
- briffiau ar gyfer gwaith a gomisiynir (os yn berthnasol)?
- delweddau, gan gynnwys o leiaf un map sy'n dangos lleoliadau gwaith cyfalaf?
- cyfrifo adennill costau llawn (os yn berthnasol)?
- tystiolaeth o gefnogaeth, megis llythyrau, e-byst neu fideos cefnogol (dewisol)

Receiving a grant guidance: Nature Networks Fund (round three)

See all updates

This guidance sets out how you will receive your Nature Networks Fund (round three) grant. It also explains what we expect of you.

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FILE Gweld Grantee Outstanding Permissions Template as FILE(3.97 KB)	3.97 KB

Page last updated: 4 March 2024.

Introduction

Congratulations on being awarded a Nature Networks Fund Grant, we look forward to helping you deliver a successful Project. The funding you will receive is public money from Welsh Government , and as such we are duty-bound to ensure that it is managed in an accountable way. This means that there are a number of processes that you need to follow throughout the life of your Project. We try to make these proportionate in line with the level of Grant you are receiving.

We appreciate that this may be the first time you have received funding from us and you may be unsure how to request your Grant and keep us informed about your progress. This document will explain what to do and will answer any queries you may have. It sets out how you will receive your Nature Networks Fund grant. It also explains what we expect of you before, during and after receiving it.

We like to work in a collaborative way, so keep in touch with us if you need our support. Your first point of contact with the National Lottery Heritage Fund is the person named in the Grant Notification email. We expect you to respond promptly to any requests for information and to discuss any substantial changes to your Project with us. You must address any issues we identify throughout your Project.

We would like to visit or meet all of the organisations we fund but unfortunately, this is not always possible. However, please invite us to key Project events and openings and we will aim to send a representative where possible.

We will carry out checks throughout your Project to confirm that you are delivering the Outcomes identified in your Application and the Approved Purposes set out in your Grant Notification Letter.

If you do not comply with the Grant Contract, we reserve the right to request repayment of some or all of your Grant.

This document sets out our standard practices but please note we may choose to vary our processes depending on the specific circumstances of your Project.

We have created a useful Glossary of Terms which is located in Appendix H of this document. If you are unsure of any terms used in this document, refer to this section.

Top Tips

- don’t start your Project before we give you permission
- consider evaluation of your Project from the beginning
- acknowledge your funding as set out in our how to acknowledge your Welsh Government grant guidance keep track of your Project spend
- keep track of your Project timetable
- keep all invoices and receipts organised
- know your Approved Purposes
- review and learn from what you are doing
- remember to claim your Grant
- make sure you speak to us about any issues
- keep Project evidence, for example from launches, workshops and promotion

Project Timeline

- Grant award
- Submit the Legal Agreement within three months of the date you received the email asking you to complete this
- Deliver your project activity
- Complete your project and submit your Completion Report by **1 March 2026**
- Duration of terms of contact **5 years** for not-for-profit organisations and **10 years** for private owners of heritage.

How we will work with you

This section explains the guidelines we expect you to follow when delivering your Project. If you are unsure of any of the points raised, get in touch with us.

Important Documents

We recommend that you familiarise yourself with the following documents before embarking on your Project:

- Grant Contract;
- Nature Networks Fund Application Guidance on our website;
- Evaluation: Good-Practice Guidance.

Additional guidance is available in the Good practice guidance sections of the website.

We also recommend that all those closely involved in the delivery of your Project are familiar with the Application you submitted to us. In particular the Outcomes and the Approved Purposes you committed to deliver.

Grant Expiry Date

All projects receiving funding through the Nature Networks Fund have a Grant Expiry Date of 1 March 2026. You must complete your Project and submit your Completion Report and Final Payment Request form by this date.

We are unable to grant extensions to this timetable. If your project is at serious risk of not completing, we may close your Project early and ask for the repayment of all or part of your Grant so please discuss with us at the earliest time possible.

Acknowledgement of your Nature Networks Fund Grant

We appreciate you will be very keen to share the happy news about your grant award, but please do not issue any statements to the media or on social media about your grant funding yet. The Heritage Fund and Welsh Government's press team will be in touch with you to discuss this. Thank you for your cooperation with this matter.

Acknowledging your grant is a condition of the Grant Contract. You must acknowledge **Welsh Government** in all printed and digital materials that you produce, for example, on public consultation or fundraising information or materials. You must also include the logos on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents or job adverts that are funded by your Grant. This funding is provided entirely by Welsh Government, so **please do not use our National Lottery branding**. Instead, please use the Non-Lottery funded – Welsh Gov partner logos found on our Welsh Government grant logos and acknowledgement requirements page**.**

We encourage you to develop innovative and creative offers or promotions designed to raise awareness of our funding. We may ask you to participate in press campaigns or events acknowledging the Welsh Government's contribution to your organisation and project.

If you do not comply with our acknowledgment guidelines we reserve the right to stop making payments and to request repayment of some or all of your Grant.

If you need any help or have any questions about acknowledging your Grant get in touch with us.

Procurement: Consultants, Contractors and Suppliers

In all projects, whenever you use your grant to purchase goods, works or services, we will ask you to give us details of the procurement (which is the buying, tendering and selection process). If you have already purchased goods, works or services for your project, you will need to tell us how you did it. We cannot pay your grant if you have not followed the following procedure.??

You should always consider equality of treatment, transparency, mutual recognition and proportionality when procuring any goods, works or services.??

If you are a Public Body grantee or your project is subject to Public Procurement legislation, then you must follow the relevant legislation.???

Procedures to recruit consultants and contractors must be fair and open and comply with relevant equality and employment legislation. Fees for any consultants or other professionals that you recruit during the project should be in line with professional guidelines and be based on a clear written specification. If any of the contractors, suppliers or consultants you wish to appoint are linked, for example close friends or relatives, or if there is any financial link such as ownership of these suppliers you will need to obtain our written permission from us first.?

If you are unsure about your obligations, we advise you to take professional or legal advice.?

Under £10,000?

If you are buying goods, works or services for under £10,000 you do not need to openly tender for these or obtain multiple quotes. We will still expect you to show overall value for money.??

Between £10,000 and £50,000??

You must get at least three competitive quotes for all goods, works and services worth £10,000 or more (excluding VAT) that we have agreed to fund.??

You do not necessarily need to appoint the contractor, supplier or consultant who provides the lowest quote. When deciding who to appoint for your project, you should look at the overall value for money the quote presents and the skills, experience and financial viability of the contractor, supplier or consultant.??

Above £50,000?

For all goods, works and services worth more than £50,000 (excluding VAT), you must provide proof of competitive tendering procedures. Your proof should be a report on the tenders you have received, together with your decision on which to accept.??

You do not necessarily need to appoint the contractor, supplier or consultant who provides the lowest quote. When deciding who to appoint for your project, you should look at the overall value for money the quote presents and the skills, experience and financial viability of the contractor, supplier or consultant.??

In some circumstances, you do not need to undertake a competitive tendering procedure and you can invite only one organisation to tender. This is where:?

- the total price of the contract is less than £10,000,?
- a framework agreement is in place for the supply of goods, works or services which has been previously competitively tendered, and the goods or services are directly relevant to the scope of the project works to be undertaken,?
- there is a project contract in place, which has previously been competitively tendered, and it is logical to extend to cover additional project work. In this case you must confirm that:??
- in the case of capital works the prices of most elements of work, including preliminaries, overheads and profits can be directly applied from the existing contract to the new work,?
- the new work is smaller in scale, and is of a similar type to the main contract work,?
- the contractor will not claim disruption or prolongation cost to the main contract if the new work is introduced,?
- the existing contract restricts work being undertaken by others,?
- the goods, works or services required are unique as set out in a non-branded requirement specification and it is not possible to obtain them from other sources by competitive tender,?
- you can demonstrate that you have tried to tender the goods, works or services openly and competitively but had not received sufficient interest. The only tender received was submitted by a service provider who believed they were doing so in competition with others,??
- emergency work where it can be shown that time taken to obtain tenders would put the project at risk and add considerably to eventual costs,?
- the company providing the single tender is not connected, either through ownership or through family connections, with senior representatives of the grantee.?

We will also require you to consider social values in your procurement, including:?

- Diverse supply chains?
- Improved employability and skills?
- Inclusion, mental health and well-being?
- Environmental sustainability?
- Safe supply chains?

You should ensure any contractor/supplier/consultant who may contribute to the creation of *Digital Outputs* is aware of our requirement for projects to share these under a Creative Commons Attribution 4.0 International licence or equivalent, and ensure you have agreement for the resulting work to be shared in this way. Where this is not possible, you must seek written agreement to make alternative arrangements with us, for example to use an alternative *Open Licence*, prior to issuing any contract of work.

Recruitment of Staff

All staff posts must be advertised with the following exceptions:

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your Project;
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the Project. In this case we will fund the cost of their additional hours spent on the Project and you will need to tell us about the role they will undertake;

We may ask to see evidence of the recruitment procedure you followed so keep these records safe.

If you are moving an existing member of staff into a post created by the Project, then we can either pay for the cost of this member of staff, or for the cost of backfilling their post, whichever cost is less (where an employee is assigned to a new job and their position is temporarily filled by another employee).

If you wish to appoint any new members of staff on your Project who are linked with any members of staff at your organisation, for example, any close friends, relatives, or ex-members of staff, you will need to obtain written permission from us first.

All salaries should be based on sector guidelines or similar posts elsewhere.

We are committed to ensuring that the heritage sector is inclusive and sustainable. You must use the Living Wage rate (and London Living Wage where applicable) for all Project staff.

VAT

We cannot cover the costs of VAT that you can reclaim, it is therefore your responsibility to seek appropriate advice.

If your VAT status changes during your Project, we will reduce our contribution to the costs where you have managed to claim back the VAT.

VAT Underspend:

If you spend less on VAT than you have outlined in the Project Costs section of your Application, you can, with our permission, transfer the underspend to another cost heading if a clear need is demonstrated. You will need to demonstrate how these changes will help you to deliver your Project to achieve your Approved Purposes.

You have included a budget for VAT against the cost heading Professional Fees in your Application. After going through a tender process to appoint a consultant, the person you appoint is not VAT registered and therefore the budget for VAT on Professional Fees is no longer needed.

During the tender process to appoint a contractor to carry out the conservation works you find the returned tenders are higher than you had budgeted you. The VAT underspend on Professional Fees could, with our permission, be transferred into the cost heading for Repair and Conservation to fund the deficit.

Refer to the ‘Updating us on your project’ section of this document for further information about moving costs between headings.

VAT Overspend:

Where the cost of VAT exceeds the amount you have outlined in the Project Costs section of your Application we would expect you to find the additional costs from elsewhere (for example your own reserves or another funding source) as transferring funds from another cost heading to cover any VAT overspend could potentially impact on the delivery of your Project and the Approved Purposes. In certain circumstances we may allow for the use of your contingency to address VAT overspend, you must get in touch with us to discuss this.

Photographic Record

We expect you to capture photographs throughout your Project showing your progress which you should submit with your Progress Report (where relevant). You will need to provide a photographic record of your Project with your Completion Report and Final Payment Request form which includes at least five high-resolution digital images in electronic format showing different aspects of your Project.

The images should show your Project in action and its outcome. You will need to provide a sample of images that show your Project before, during and after it is finished. When completing your Progress Report and Completion Report and Final Payment Request form you can let us know if material from your Project is available on the internet and where it can be found.

We may make use of your images in publicity material. You give us the right to use those you provide us with at any time, including 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. These images, along with other *Digital Outputs* from your project, should also be shared with an *Open Licence* (Creative Commons Attribution 4.0 International). If you are not the rights holder, you must ensure you have agreement to share these images under this specified *Open Licence*.

You must ensure that you collect appropriate written consent from anyone who appears in these images that they can be reused in relation to publicity and promotional materials, and that they can be shared online under the specified *Open Licence*. This is particularly important where images include young people or vulnerable adults and where specific permission must be sought in advance. If you require any guidance on this please speak to us.

If your images are not suitable for sharing under an Open Licence, other arrangements will need to be put in place. Please speak to us as soon as possible.

Community Grants Scheme

As part of your Project, you may have asked us to contribute towards a ring-fenced pot of money that you can use to fund other groups/organisations (who we call Community Grantees) to deliver small discrete Projects (Community Grants). These Community Grants will contribute to the overall aims of your Project. Any Grants like this must demonstrate good value for money, and public benefit should outweigh any private gain. You will manage the funding pot, develop an application process with a decision panel and monitor progress. The Community Grant Scheme must also be publicised by you, so it is widely known and open to all.

These grants may include activities on and/or capital works to land in third party ownership (see Appendix B).

For more information about delivering a Community Grant Scheme and FAQs visit our website.

Agree your Grant

Once we have told you that you have been awarded a Grant, you will receive an email asking you to sign into your online account to check and agree your Grant. This is known as the Legal Agreement.

To agree to the Grant, you will need to:

- tell us if there are any changes to your Project since you first applied, for example changes to partners or cash contributions
- check the details we have about your project are correct

- send us any new evidence for your project, for example cash contributions, permissions or licenses
- read the terms and conditions of the Grant and the Standard Terms of Grant, including the bespoke additional conditions for this programme (included within your legal agreement)
- read this Receiving a Grant guidance
- tell us details of two legal signatories for your organisation, so we can send them a link to download, read, sign and upload the terms and conditions

You will also need to send us:

- proof of cash contributions and/or a Fundraising plan (mandatory if applicable)
- proof of Property ownership including, for example, up-to-date copies of the Land Registry title register (with plan), leases and evidence of any existing mortgages (mandatory if applicable)
- Proof of any necessary statutory permissions or licences (mandatory if applicable)
- Updated Project plan (mandatory if substantially changed since you applied for your grant)
- Project cashflow forecast (mandatory for Projects that are undertaking capital works)

The Legal Agreement must be completed within three months of the date you received the email asking you to complete this. If there are substantial delays we may decide to withdraw the offer of your Grant.

Before we are able to grant you permission to start your project and pay the first instalment of your Grant, you will also need to complete the following tasks (if applicable):

- Secure all partnership funding (if identified in your Application)
- Obtain statutory permissions
- Secure any necessary licences, for example a newt or bat licence
- Secure ownership of freehold or leasehold Property to meet our requirements – please see Appendix A
- You will need to provide proof of any necessary statutory permissions or licences, or landowner permissions. If these are still outstanding, then please download and complete our Outstanding Permissions Template from this page. Record on the template when you expect to obtain each license/permission/consent.

We will let you know once we have processed your Legal Agreement. You can then start work on your Project. You should not start any work on your Project until you have our written permission to do so. If you do so it is at your own risk.

Payment of your Grant

We aim to release the first payment of your Grant within 10 working days of receiving your completed form and all the mandatory supporting documents. Payment will be made to the bank account identified in your Permission to Start and Payment Request form.

For **grants under £100,000**, your Grant is paid in three instalments based on the following percentages:

- **50%**: Once we have granted you Permission to Start.
- **40%**: Once you can evidence that 50% of the total Project costs have been spent.
- **10%**: Once your Project is complete.

For **grants over £100,000**, we will pay your *Grant* in arrears once you are able to provide invoices or receipts that demonstrate your *Project* expenditure. We will agree a payment schedule with you at *Permission to Start* and payments will be made as the *Project* progresses, subject to you providing evidence of expenditure.

You will need to use the *Payment Request* form (see section 8) to request payment of your *Grant*. We typically expect a *Progress Report* (see section 7) to be submitted with the *Payment Request Form* in order to receive a payment of your *Grant* as we will only release payments after being satisfied with the progress of your *Project*.

We will pay a proportion of the costs you have incurred based on the *Payment Percentage* identified in your *Grant Notification Letter.* Therefore, if you provide invoices totalling £50,000 and your *Payment Percentage* is 85% your *Grant* payment will be £42,500.

For **all grants**, we withhold the final 10% of your Grant until the Project is completed. We will only pay the full 10% if:

- the total agreed costs have been spent *and*
- you have completed and submitted your Completion Report and Final Payment Request form, including evidencing your total project costs

If you spend less than your agreed costs and your Project completes under budget you will need to return any Grant that has not been spent to us. This will be calculated based on your overall Project costs and the Grant Percentage identified in your Grant Notification Letter. See the ‘Completion report and final payment request’ section of this document for further details on how the final payment of under-budget Projects is calculated.

Progress Report and Payment Request Forms

For grants under £100,000, you should submit a Progress Report with your Payment Request form when you have spent the first 50% of your Grant. This will allow you to request the second payment of your Grant (40%).

For Grants over £100,000, you should submit a Progress Report form and Payment Request form at regular intervals, normally every 3 months. Your Investment Manager may agree different intervals with you at your start-up meeting. This will allow you to declare your spending so far and request payment in arrears.

We will monitor the progress of your Project to confirm that it is delivering the Outcomes identified in your Application and the Approved Purposes set out in your Grant Notification Letter. In between submitting your Progress Reports, it is important that you keep us informed of progress in reaching key milestones, for example appointment of contractors or staff, or issues arising so that we can respond and support you as appropriate.

Supporting Documents Required – Progress Report

It is important that submitted documents are legible and are given names that usefully describe their contents. In submitting invoices, these should be combined into a single file and set out in the order in which they appear in the claim. Scans should ideally be in monochrome (B&W or grey-scale) as these will be smaller files and allow you to attach more.

All documents should be in PDF format, with the exception of spread-sheets which should be in their original format.

Mandatory documents

- Photographs showing the progress of your Project
- A record of activities or events that you have arranged

Mandatory document (if applicable to your project)

- Job selection/appointment
- Procurement reports

Supporting Documents Required – Payment Request Form

Mandatory documents

- Project invoices received during the reporting period

Mandatory document (if applicable to your project)

- Table of costs for amounts of less than £250

Completion Report and Final Payment Request Form

Once your Project is complete you must submit the Completion Report and Final Payment Request form. This form will allow you to claim the final payment of your Grant (up to 10%). We recommend that you do this as soon as you can gather all the information together and while the Project is still fresh in your mind.

This form **must** be submitted by 1 March 2026. If we do not receive the report within this timescale, we may withhold your final payment or ask for the repayment of some or all of your Grant.

By complete we mean:

- your Project is finished, and you have achieved your Approved Purposes;
- you have a Practical Completion Certificate or equivalent (for Projects that have undertaken capital works);
- you can supply high resolution digital Project photographs
- you have listed the project's Digital Outputs and provided the web address (URL) of the website or websites where they can be accessed.

Supporting Documents Required

It is important that submitted documents are legible and are given names that usefully describe their contents. In submitting invoices, these should be combined into a single file and set out in the order in which they appear in the claim. Scans should ideally be in monochrome (B&W or grey-scale) as these will be smaller files and allow you to attach more.

All documents should be in PDF format, with the exception of spread-sheets which should be in their original format.

Mandatory documents

- Project invoices received during reporting period;
- Photographic record of your Project;

Mandatory document (if applicable to your project)

- Table of costs for amounts of less than £250;
- Record of Community Grants awarded;
- Certificate of Practical Completion (for Projects that have undertaken capital works);
- List of Digital Outputs with web address (URL) or the website or websites they can be accessed

Please note that we will not make your final payment until we have received and reviewed all the required information.

Once you have made your final Grant request, we will not accept any further requests for payments from you. You should therefore agree your final accounts with your contractors and suppliers before you apply for the final Grant payment.

We will continue to keep in contact with you at intervals after the Project is completed including through our Customer Surveys.

Projects Completing Under Budget

If you spend less than your agreed costs and your Project completes under budget you will need to return any Grant that has not been spent to us. If the underspend is less than 10% of your Grant we will adjust the final payment of your Grant accordingly. If the underspend exceeds 10% of your Grant you will need to return the unspent Grant to us via cheque or BACS transfer (bank details are available upon request). Your final payment will be calculated based on your overall Project costs and the Grant Percentage identified in your Grant Notification Letter.

Project Completion Date & Grant Contract Duration

The formal Project Completion Date is the date of the letter we will send you at the end of your Project letting you know that we have received all the necessary documentation to record your Project as complete.

Your Grant Notification Letter states the duration that the Grant Contract will apply to your Project during which you must maintain your ongoing Project commitments. These start once we have signed your Permission to Start form and may last for a number of years after your Project completes, depending on the nature of your Project, as follows:

- **Activity** (for example an exhibition and/or event with no digital outputs): the Grant contract ends on the Project Completion Date;
- **Capital** (for example new building or restoration works): ten years after the Project Completion Date
- **Digital** (for example the creation of a website): ten years after the Project Completion Date
- **Acquisition** (for example buying land or a building): ten years after the Project Completion Date

A delay in submitting your Completion Report and Final Payment Request form will extend the duration of the Grant Contract.

Appendix A: Property Ownership

Ownership

We expect you to own any Property (land, buildings, heritage items or intellectual Property) on which you spend your Grant. If you do not meet our ownership requirements, you will need to improve your rights.

Land and buildings – for capital works

You must either own the freehold or have a lease which meets the following requirements:

- Not for profit organisation: Your lease must have ten years left to run after the Project Completion Date.
- Private Owner: Your lease must have at least ten years left to run after the Project Completion Date.
- We do not accept leases with break clauses (these give one or more parties to the lease the right to end the lease in certain circumstances).
- We do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent).
- You must be able to sell on, sublet the whole or part and mortgage your lease but if we award you a Grant, you must first have your permission to do any of these.

Land or buildings in third party ownership

- Land/buildings in third party ownership: if a third party owns the land (which may include a Project partner) we will either require the owner to sign up to your Grant Contract directly with us or require you to enter into a legally binding agreement with the owner. See Appendix B.

Acquisitions of land or buildings

If your Project involves buying land or buildings, you must buy them freehold or with a lease with at least 99 years left to run.

Heritage items

For Projects involving buying a heritage item or carrying out conservation work to a heritage item you must buy or own the item outright.

Digital Outputs

We have specific requirements, which are set out in your Standard Terms of Grant, for ‘digital outputs’ produced.. We are using the term ‘digital output’ to cover anything you create in your Project in a digital format which is designed to give access to heritage and/or to help people engage with and learn about heritage. For example, this includes photographs, text, software, web and app content, databases, 3D models, sound and video recordings.

Items created in the management of the project, for example emails between team members and records of meetings, are not included in the requirement. The requirements do not apply to digital outputs that have no heritage content or do not engage people with heritage, e.g. a website that contains only information about your organisation/Project or events listings.

All digital outputs must be:

- ‘available’ (i.e. the outputs are freely available online; copies of the digital files are held securely and you can give access to these on demand) for **ten years** from the project completion date
- ‘usable’ (the outputs function as intended and are kept up-to-date)
- 'open’ (digital outputs are licensed for use by others under the Creative Commons ‘Attribution 4.0 International (CC-BY 4.0) licence, with the exception of code and metadata, which should be released under a Public Domain Dedication, unless we have agreed otherwise.

There is more information about our licensing requirements for projects on our website.

Appendix B: Land in Third Party Ownership

For Natural and Landscape Projects

Where the land which is the subject of your Grant is owned by a third party or multiple third parties, agreements should be put in place between the Grantee and each land owner. There is no prescribed form of agreement. At a minimum, the land owner agreements should include the following:

1. Details of the parties;
2. Confirmation as to how the land is held (freehold or leasehold);
3. A description of the Property (including plans);
4. Covenants on the part of the land owner to maintain the land and provide public access in accordance with the terms of the Grant (as applicable); and
5. A provision that any onward disposal should be subject to the third-party agreement;
6. That the agreement will last for 10 years following the Project Completion Date.

You will need to provide us with copies of the landowner agreements to ensure compliance with these requirements. The land owner agreements will need to be completed and in place before any Grant monies are released for work on each plot of land owned by a third party.

For capital works to built heritage such as buildings, ornamental gardens

If your Project involves substantial work to a heritage building which is owned by a third party, we will usually expect the owner to become a joint Grantee or to Grant you a lease which meets our requirements (as set out above). In some situations, rather than join in the owner we may ask them to sign a side letter which we will prepare.

Community Grants

You may wish to make Community Grants payments to third party owners (including private owners) for activities and capital works that contribute to achieving Project Outcomes. If you are the lead applicant, you are responsible for ensuring that the specific Project Outcomes are delivered by third party landowners (the Community Grantees) and that the Grant Contract is complied with, including repayment of the Grant if necessary.

This should be formalised through third-party agreements that define the Outcomes to be delivered on third party land and secure the management and maintenance of capital works from the expected date of the works’ completion, until 10 years after the Project Completion Date. This should be a legal agreement between you and the Community Grantee.

For more information about delivering a Community Grant Scheme, please speak to your Grant in Aid Manager.

Legal Costs

You may include the costs of adapting and setting up any third-party agreements, including the cost of taking legal advice, as part of the costs in your Application.

Appendix C: Glossary of Terms

'we', 'us', 'our' – the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund and Nature Networks Fund).

'**you', 'your'** – the organisation(s) or individual(s) awarded the Grant as set out in the *Grant Notification Letter* and any organisation which agrees to be a joint grantee and to comply with the *Grant Contract.*

Additional Grant Conditions – any additional grant conditions set out in your *Grant Notification Letter*.

Application – your completed *Application* form and any documents or information you send us to support your request for a grant.

Approved Purposes – the *Approved Purposes* summarise the *Project* described in your *Application*.

Approved Usage – how you said you would use the *Property* in your *Application* (allowing for any changes that we may have agreed up to the release of any of the *Grant*).

Digital Outputs – all material with heritage content created in or copied into a digital format by or for you in connection with the *Project*.

Grant – the amount set out in the *Grant Notification Letter.*

Grant Contract – made up of the

- *Grant Notification Letter;*
- *Standard Terms of Grant;*
- Any *Additional Grant Conditions;* and
- Signed *Permission to Start* Form.

Grant Expiry Date – the date by which you must achieve the *Approved Purposes* as set out in the *Grant Notification Letter and by which you will make the final drawdown of the Grant.*

Grant Notification Letter – the letter confirming our *Grant* to you.

Grant Percentage – Grant divided by total Project costs – see worked example B.

Other guidance – all other guidance relevant to the *Project* on our website including:

- Activity plan or Area action plan
- Conservation Plan Guidance
- Evaluation Guidance

- Good Practice Guidance
- Management and Maintenance Plan Guidance
- Procurement Guidance
- Understanding your Heritage

Open Licence – an open licence grants permission to access, re-use and redistribute a work with few or no restrictions. There are various open licences available but the default open licence required is the Creative Commons Attribution 4.0 International (CC BY 4.0) licence, or equivalent.

Outcomes - we describe the difference we want to make with our funding through a set of nine Outcomes. Outcomes are changes, impacts or benefits that happen as a direct result of the Project. All of the projects we fund will achieve one or more of these Outcomes.

Permission to Start Form – the form you submit to us requesting permission to start the Project.

Permission to Start – our written confirmation that you may start the *Project*.

Programme Application Documents – the following guidance documents found on our website, setting out the scope of the programme and how to apply.

- Nature Networks Fund webpage
- Nature Networks Fund application and Expression of Interest help notes

Project – the purposes we have approved as set out in the *Application* (taking account of any changes we and you have agreed in writing up to the date of our decision to award you the *Grant* and any changes that we tell you about in the *Grant Notification Letter*). These purposes are sometimes described as *Approved Purposes* and include you getting and using partnership funding as set out in the *Application* and how you said you would use the *Property* (if any).

Project Completion Date – the date of the letter we send you letting you know that the *Project* is recorded as complete.

Property – any property that you buy, create, receive or restore, or property that is otherwise funded by the *Grant* including *Digital Outputs*, intellectual property rights and any documents that you produce or order as part of the *Project*.

Receiving a Grant – the guidance we publish to explain how we will pay the *Grant*, monitor the *Project* and agree changes to the *Grant*.

Standard Terms of Grant – the standard terms set out herein.

Term of the Grant Contract – the duration of the *Grant Contract* set out in the *Grant Notification Letter*.

Third Party – any owner of *Third Party Property*.

Third Party Property – any property identified in the *Application* that belongs to or is controlled by a *Third Party*.

Third Party Ownership Requirements – the requirements set out in the *Programme Application Guidance* and *Receiving a Grant* relating to the contractual arrangements we expect you to enter into with a *Third Party***.**