Nature Networks Fund (round three)

See all updates

This fund aims to strengthen the resilience of Wales' network of protected land and marine sites, building capacity to strengthen and upscale future delivery for nature, and actively encouraging community engagement.

Page created: September 2023.

Important

Nature Networks Fund (round two) is no longer accepting applications.

Explore our available funding.

Is this the right programme for you?

- ?Are you an individual or organisation working with natural heritage in Wales?
- Do you need funding for planning or delivering a nature-based project?
- Does your project focus on improving wildlife and biodiversity in Wales in and around the network of protected sites?
- Do you require a grant between £50,000 and £250,000?

If you answered?**yes**?to these questions, then the?**Nature Networks Fund**?is for you.

Overview

The aim of the Nature Networks Fund is to improve the condition and resilience of?**Wales'?network of protected land and marine sites**. It is a key element of the delivery of the Welsh Government's wider Nature Networks Programme.

Improving the condition of and connectivity between protected sites enables them to function better as?**nature networks**. Nature networks are vital, resilient areas where habitats and species can thrive and expand. Restoring connectivity in these networks will:

- prevent further declines in species and habitat condition
- support nature?recovery
- enhance capacity to adapt to the climate crisis

The protection of sites is reliant on strong organisations, good governance and robust project planning. Therefore,?the Nature Networks Fund will also **support project development and capacity building** for future nature recovery projects. This work may include (but is not restricted to):

- partnership development

- landowner/community consultation and engagement
- ecological surveying
- feasibility studies
- scheme design
- other preparatory work for future capital projects

Capacity building can help project developers and partners to demonstrate outcomes, create robust business models that have the potential to attract investment and provide an evidence base to facilitate the uptake and innovation of new approaches.

This fund also supports the active involvement of communities in and around protected sites. This can be fundamental to the long-term success of nature recovery projects, as well as often having wider benefits for health and wellbeing for people.

You can submit a maximum of **two** applications to the Nature Networks Fund: one for capital project delivery and one for project development/capacity building. Projects should be for a maximum of two years, although we anticipate development/capacity building projects will be shorter.

What is the protected sites network?

The protected sites network covers Sites of Special Scientific Interest, Special Areas of Conservation, Special Protection Areas, National Nature Reserves, Ramsar sites and Marine Conservation Zones. To check whether land or sea is included within these definitions, please?visit the Natural Resources Wales website?and the Wales Environmental Information Portal.?

Application deadline

12 noon on 23 November 2023

Once you have read the guidance below, visit our application portal to apply

Expand All accordions

Aims of the fund

Through the Nature Networks Fund, we want to support:

- Action on protected sites or the ecological networks that support them. The project should also?demonstrate?the sustainable management of natural resources across Wales. This can include action outside of protected sites that will benefit the network as a whole (see ‘What we expect from projects’ below).
- Action that local communities can actively participate in and benefit from. This includes supporting active involvement?with a diverse range of people and communities (particularly under-served groups) to increase the network of people engaged with nature, and with building the resilience of protected sites and the ecological networks that support them.
- Development activity that enables organisations to build their capacity and evidence base to plan nature recovery projects that will benefit the network and reach under-served communities in the future. This could include

building capability to attract financial investment into nature recovery projects to enable scaling up of delivery.

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Who can apply?

The scheme is open to all private landowners and organisations working with natural heritage in Wales. You must demonstrate that you are aware of and have, or be working towards obtaining, the right permissions, licences and consents to undertake activity on the protected site network or surrounding areas. The area you are improving must be in Wales, but you/your organisation can be based anywhere in the UK.

What we expect from projects

Activities must deliver direct benefits to the protected site network now or in the future. This will usually involve improvements directly on a site or on surrounding areas that will improve the condition of features?and connectivity of sites. It can also include:

- improvements to accessibility of a site
- supporting organisations to reach under-served communities
- Supporting organisations or individuals who are (or will be in the future) involved with projects on sites and/or ecological networks that support them. This could include planning, staffing, training, apprenticeships, green financing, acquiring evidence through surveys, governance reviews, etc.

Projects can operate on land/sea both within and outside of the protected sites themselves. For example, projects outside of protected sites might:

- improve ecological connectivity between specific protected sites?
- act to benefit habitats or species outside of protected sites where they are also features of associated protected sites
- focus on a species which isn’t a feature of a site, so long as it delivers benefits to the condition, connectivity or ecosystem functioning of specific sites and their features
- benefit a habitat or species which currently isn’t a feature of a site, but which evidence suggests could become so
- be based around areas which are not currently statutorily protected, but which have similarly high biodiversity importance
- reduce external impacts on protected sites to improve condition, for example from nitrogen deposition or colonisation of INNS
- restore ecosystem functions around protected sites at a landscape scale

In each of these cases, an application must include an evidence-based justification for the project’s eligibility.?The specific sites and features benefiting from the project should be named and the ecological rationale behind it explained.

You will be expected to demonstrate that your planned project delivers against the management objectives or conservation objectives for the relevant site.?

We will be looking to fund a combination of capital and revenue activity across a portfolio of projects. To understand more, please see ‘Preparing your application’ below.

Identifying potential sites for connectivity

Action to improve connectivity between protected sites will be most effective if it is located to enhance existing patterns of connectivity in the landscape. Action is likely to be most effective if it consolidates, expands or makes linkages between habitat networks.

The Nature Networks Map is available to help with this and can be accessed through DataMap Wales and Wales Environmental Information Portal.

- DataMap Wales: Habitat Networks and Priority Ecological Networks
- Wales Environmental Information Portal. Please select ‘explore’ from the main menu, then click on the ‘Ecosystem Resilience’ tab.

The maps show modelled networks for a range of habitats that indicate how well habitat patches are likely to be connected across Wales and the Priority Ecological Networks. They indicate likely existing connectivity specifically between and around protected sites for different habitats. The maps also present a generic buffer around all protected sites to draw attention to the importance of action in close proximity to existing sites.

It is important to note that these maps are modelled outputs and are intended to inform, rather than to prescribe where action goes. Other model outputs may be available, and there are other connecting features in the landscape, such as watercourses, hedges or even road verges, that could be considered when planning projects.

Expand All accordions

Key dates

- programme opens?**20 September 2023**
- application deadline:**?12 noon on 23 November 2023**
- applicants informed of decisions by?**1 March 2024**
- projects must be complete by?**1 March 2026**

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Preparing your application

What costs can you apply for?

It is important that you identify which of your project costs are capital and which are revenue. Applications can include any of the following –

Capital costs:

- the purchase of items associated with land management activities, such as trees, hedge plants, fencing and capital works items required to deliver the outcomes
- general costs incurred in installing the capital works, which include contractor costs for labour and use of equipment
- the purchase of machinery and equipment up to the market value of the asset
- the purchase, design and installation of interpretation panels, including translation costs
- the acquisition or development of computer software and acquisitions of patents, licenses, copyrights and trademarks
- consultant and architect fees, other technical design costs, site surveys and professional fees such as fees related to environmental and economic sustainability
- Planning application fees and costs. Fees incurred for statutory permissions, licences and consents are eligible, provided they are essential for the delivery of the capital project. These can be incurred before the start of the project but must be incurred after March 2024 and must be evidenced in the same way as other expenditure.
- contingency funding for additional capital costs (we recommend approximately 10% contingency)
- inflation funding to allow for cost increases in future years of project delivery

Revenue costs

- staff time
- full cost recovery or core organisational costs towards project delivery
- activity costs (events, refreshments, room hire, etc)
- evaluation
- project planning (feasibility studies, ecological surveying or baselining, landowner/community consultation, governance reviews, consultancy advice on green finance)
- training and apprenticeships costs
- translation costs
- contingency funding for additional revenue costs (we recommend approximately 10% contingency)

You may not include future costs for ongoing maintenance or running costs beyond the duration of the project.

Welsh language

You must consider the Welsh language in all aspects of your work and tell us how you will promote and support the Welsh language and reflect the bilingual nature of Wales.

You will need to show how you will offer bilingual provision in your project budget and plan. You should include the budget for translation under the 'Other' costs category in the project costs section of the application form.

If you would like more information on how to do this, please explore?our guidance for delivering a Welsh bilingual project. You can also get in touch with our Welsh language support team at?cymorthcymraeg@heritagefund.org.uk.

Supporting documents

The following supporting documents must be uploaded with your application form. File sizes should be smaller than 20MB.?**Please note**?that some of the supporting documents required for this programme are different to those stated in the online application form.

For this programme, we require the following documents:

- governing document (mandatory if your organisation has one)
- Audited or verified accounts (mandatory if you are an organisation). If you are an individual, a newly formed organisation or do not have accounts less than 12 months old, we will require bank statements in the same name as your application for the last three full months.
- project plan (mandatory for all projects) –?you can download a?template from our project plan page
- partnership agreement (mandatory if you are working in a partnership)
- job descriptions (mandatory if you are creating new jobs or apprenticeships as part of your project)
- briefs for commissioned work (if applicable)?
- images, including at least one map showing the locations of capital works?
- calculation of full cost recovery (if applicable)?
- evidence of support, such as letters, emails or videos of support (optional)

Third party ownership requirements

Your project's land (which may include different plots of land over a wide area) may be owned by a third party or multiple third parties (including private owners). If this is the case, legal agreements should be put in place between you and each landowner.

There is no prescribed form of agreement, but we have specific requirements which should be included in any third party landowner agreements. At a minimum, the landowner agreements should include the following:

- details of the parties
- confirmation as to how the land is held (freehold or leasehold)
- a description of the property (including plans)
- covenants on the part of the landowner to maintain the land and provide public access in accordance with the terms of the grant (as applicable)
- a provision that any onward disposal should be subject to the third party agreement
- that the agreement will last from the start of the work on the third party land until 10 years following project completion

You will need to provide us with copies of the landowner agreements to make sure you are compliant with these requirements. The landowner agreements will need to be completed and in place before grant money is released for work on each plot of land owned by a third party. In some circumstances,?we might require the owner to sign up to our? terms and conditions.

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.

Licences, permissions and consents

Applicants must demonstrate in their application that they are aware of, and working towards obtaining, the relevant permissions and licenses to carry out their project.

Match funding

There are no requirements for cash or non-cash contributions for the Nature Networks Fund. However, any cash, non-cash or volunteer contributions you provide can add to the impact and value for money of your project, which will be considered in assessment.

You may not use this grant as match funding for a project from The National Lottery Heritage Fund, or vice versa.

Evaluation

We recommend that you consider evaluation from the beginning of your project. The more carefully projects budget for their evaluation, the higher the quality of the final report.?We have recommended minimum spends on evaluation. You can find further information in?our evaluation guidance.?

At the end of your project, we will expect you to submit an evaluation report. This needs to be submitted before we pay the last 10% of your grant. This should include details of how ecosystem resilience and/or habitat connectivity has benefitted (or will benefit in the future) from the investment. You should share relevant monitoring data and methodology.

We will also expect you to share geo-spatial data on where your project has worked to enhance NRW data sets. Further guidance will be supplied on this if you are awarded a grant.

Expand All accordions

How to apply

You can apply as soon as you're ready. The application deadline is 12 noon?on **23 November 2023**.

Before you apply, make sure you read our?application help notes?carefully and check that you are eligible.

Please note:?the Heritage Fund uses the same application forms across a variety of our?programmes.?Some questions need to be answered differently for this programme, so you must carefully read the?application help notes?to understand what information is required where.?Please?**do not**?use the help icons embedded in the online form.

We have designed the application process to be as straightforward as possible and we are requesting only the information we need.

When you're ready, apply for grants between £50,000 and £250,000

Expand All accordions

Application help notes and templates

- application help notes for grants between £50,000 and £250,000
- receiving a grant guidance

For all applications, you need to submit a project plan with your application – you can download a?template from our project plan page.

Expand All accordions

After you apply

Assessing your application

We will assess eligible applications on the following criteria:

- contribution to nature recovery of protected sites in Wales
- engagement of a wider range of people in nature
- the number?of jobs/apprenticeships/traineeships offered, especially for young people
- value for money
- long-term sustainability

Balancing criteria

If we receive more good quality applications than we can fund, we will prioritise projects which will:

- work in areas that most strongly support the delivery of Resilient Ecological Networks within the Nature Networks Programme as identified from the Nature Networks Map
- represent a?geographical and biodiverse spread across Wales and across all?Nature Networks Fund (rounds one and two)?projects
- provide active public engagement with nature
- provide a combination of capital and revenue projects across the portfolio

If your application is successful

We will **notify applicants of our decisions by 1 March 2024**. We will provide additional guidance on our monitoring requirements and legal conditions at that point.

All grants under £100,000?will be paid in three instalments. You will receive 50% of your grant once you have received permission to start your project. You will receive the next 40% at the midpoint of your project, when the first 50% has been spent. We withhold the final 10% of your grant until the project is completed.

Grants of £100,000 and over will be paid in arrears, in regular instalments, on receipt of evidence of expenditure.

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Additional information

Subsidy control

It is an applicant’s responsibility to confirm that their application has been considered and checked in relation to subsidy control rules.

At the point of publication of this guidance, public funding for organisations is no longer governed by the European Commission’s state aid rules. This is as set out in Article 107–109 of the Treaty of the Functioning of the European Union and associated regulations and guidelines.?

Instead, all grant decisions made after 11pm on the 31 December 2020 are subject to the new UK subsidy control regime. The principles of which are set out in Chapter Three (Subsidies) of Title XI (Level Playing Field) of Part Two (Trade, Transport, Fisheries and Other Arrangements) of the Trade and Cooperation Agreement.

There is expected to be further guidance, a consultation and possibly new legislation in this area to build upon those principles. You will be expected to comply with the principles of the subsidy control regime and to satisfy any future requirements. Agreements that have been entered into will be reviewed and varied accordingly.?We?reserve the right to impose further requirements and additional conditions in relation to this matter.?

As an applicant, it is your responsibility to check whether state aid or subsidy control clearance is required.?You should seek independent legal advice if you are unsure whether a project will require clearance.

Working on private land

Many designated habitats and species occur on land that is owned by private individuals or for-profit organisations. Projects can deliver works or activities on private land so long as any public benefit clearly outweighs any potential private gain and provided subsidy control rules are not breached.

For example, we could fund the restoration of hedgerows or create farm ponds, provided they do not add financial value to the land or convey any significant indirect financial benefit that could breach subsidy control rules.

When working on private land, we understand there may be limits to public access. We do, however, encourage public access whenever practical. We also accept that physical access may not always be appropriate or desirable for habitat conservation reasons. If improved access is possible, you may also wish to apply for funding for new infrastructure, for example paths or hides, that can help accommodate increased public access.

Works can take place on land owned by a government department or arm’s length body provided they do not financially benefit from any investment.?If an environmental charity or partnership were to undertake work on such land, then it can only be for works that would not be covered by any statutory responsibility.

Property ownership

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 10?years left to run after the project completion date
- **private owner**:?your lease must have at least 10 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, mortgage or sub-let the whole or part of your lease, but if we award you a grant you must first have our permission to do any of these

Land or 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.

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Further help and resources

- We ran a webinar to answer applicants' questions in October. Read the questions and our answers about Nature Networks Fund (round three).
- for technical support or assistance with accessibility, please contact our customer service team on? enquire@heritagefund.org.uk
- our good practice guidance provides advice on a range of topics to help you achieve a high-quality project, including conducting evaluation
- our nature and landscapes guidance can help you design and deliver projects
- area statements from Natural Resources Wales?outline the key challenges and initiatives taking place within each area of Wales
- For activities on or adjacent to a protected site, advice should be sought in advance from Natural Resources Wales. Please email?sitesactions@cyfoethnaturiolcymru.gov.uk for advice on management objectives and consents/permissions.
- the Nature Network Map can help inform the location of activities to develop connectivity and is available through DataMap and Wales Environmental Information Portal (WEIP):
  – DataMap Wales: Habitat Networks and Priority Ecological Networks
  – Wales Environmental Information Portal. Please select ‘explore’ from the main menu, then click on the ‘Ecosystem Resilience’ tab.
- for more information about how your data will be processed under this grant programme, please?see our privacy policy

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Making a complaint

We understand that you may be disappointed with a?decision.?There is no right to appeal or re-apply for the Nature Networks Fund.

We can only review our decision if you can make a formal complaint about how we have dealt with your application. We have a two-stage complaint process for this fund. We will only be able to consider and investigate the complaint if you can demonstrate that:

- we did not follow the published procedures for assessing your application
- we have misunderstood a significant part of your application
- we did not take notice of relevant information

A formal complaint must be made in writing by emailing?enquire@heritagefund.org.uk?within 10?working days of receiving your application decision. We aim to acknowledge your complaint within three?working days.

Your complaint will initially be reviewed by an area/nation Director from The National Lottery Heritage Fund who is independent of recommendation and decision panels for this fund.?We aim to communicate a decision within 15 working days from when you submitted your complaint.

For assistance, contact our Customer Services Team on 020 7591 6044 or?enquire@heritagefund.org.uk.

Changes to this guidance?

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.?

The Nature Networks Fund (round three) is being delivered by the Heritage Fund, on behalf of the Welsh Government and in partnership with Natural Resources Wales.

Application help notes: Nature Networks Fund (round three)

See all updates

This application guide is for organisations and individuals applying to the Nature Networks Fund (round three), for grants between £50,000 and £250,000.

Page created: September 2023.

You?**must**?use this guide to assist you in completing an online application form for a grant under £250,000.

Important:?The National Lottery Heritage Fund uses the same forms across a variety of programmes that we deliver. When completing your application form, you must follow the guidance below as some questions need to be answered differently for this programme. You?**should not**?use the help icons embedded in the online form as they do not relate to this funding.

First Steps

1. We launched a new?application portal in March 2021. If you are not already registered on the portal, you will need to register prior to submission.
2. If you are unable to set up your account or have?any technical difficulties, please contact:?investment-service-support@heritagefund.org.uk.
3. Once your organisation is registered, click 'Start a New Application' and select the 'Grants of £10,000 to £250,000' button. Then click 'Start a New Application'.
4. If you decide to copy and paste text from a Word document directly into your application form, please review your application before submission and make changes where necessary to make sure you do not exceed the stated word count limits. You will be able to save this form as you work on it.

Questions

Your project

Tell us what advice you have received in planning your project and who from

Answer as normal.

Is this your organisation's first application to us?

Answer as normal, 'yes' or 'no'.

Project title

Please include the prefix?#NNF3 in your project title. For example?**#NNF3 Dragonfly nature reserve improvements.**

When will your project happen?

Enter the date you expect to start your project. This should be on or after**?1 April 2024.**

Your project **must** end by 1 March 2026?, including all financial reporting and evaluation. We anticipate that most project planning projects will be shorter in duration than projects delivering capital works.

Why does your project need to happen now?

Answer as usual.

Is the project taking place at the same location as your organisation's address?

Answer as normal, 'yes' or 'no'.

If no, please include details of your?project's address if possible.

For site or landscape-based projects, the location should be provided in the next section (Describe your idea). Please provide a six-digit Ordnance Survey grid reference number for the mid-point of your project area (for example: SK510072). If you are working on multiple sites, separate each grid reference with a semicolon (for example: SK510072; SX163777; TQ317842). Do not include any additional text with your grid references.

Describe your idea

In no more than 500 words, explain what your project aims to do and what you will spend the money on. You should use the following two sub-headings, depending on whether your project is capital, resilience or both.

Capital projects:

- Which site/s?will you be working on?
- What works will you undertake for habitats and species?
- Who will be involved and how (staff, volunteers, general public, target audiences)?

Project planning projects:

- Which site/s will you be planning for future action on?
- What work will you?undertake during the project?(for example, what surveys, consultations or planning activities)?
- Who will be involved and how (staff, volunteers, general public, target audiences, partners)?
- How will the plan seek to improve the condition and resilience of the protected sites network?

Will capital work be part of your project?

Answer questions relating to capital works as normal, 'yes' or 'no'.?

You should submit condition surveys and/or ownership documents/leases if you have them.

Do you need permission from anyone else to do your?project?

Answer as normal 'yes', 'no' or 'not sure'. You must demonstrate that you are aware of, and working towards obtaining, the relevant permissions and licenses to carry out the project.

What difference will your project make?

Answer as usual.

Is the heritage considered to be at risk?

Answer as usual, 'yes' or 'no'.

If yes, explain how the heritage is at risk.

Does the heritage have any formal designations?

Please select any options that apply to your heritage from the list.

Does your project involve heritage that attracts visitors?

Answer as usual, ‘yes’ or ‘no’.

Why is your project important to your community?

Answer as usual.

What measures will you take to increase positive environmental impacts and decrease negative environmental impacts?

This answer should focus on activity outside of habitat improvement works themselves. For example: travel, procurement or waste.?Please read our environmental sustainability guidance for more information.

What will happen after the project ends?

Tell us who will be responsible for management and maintenance of the outputs after the project ends, what work and what permissions will be needed. For capital works, this should be linked to a management and maintenance plan. If you don’t have a plan at the moment, this can be included in your project activity.

For project planning projects:

Tell us who will be responsible for taking the project forward into delivery. What will be required to do this?

Why is your organisation best placed to deliver this project?

Answer as usual.

Will your project be delivered by a partnership?

Answer as usual, ‘yes’ or ‘no.

If you answer yes, you must attach your partnership agreement and note that formal partners may be asked to sign up to our terms of grant. ?

Outcomes

We describe the difference we want to make with our funding through a set of nine outcomes, which are listed in the application form. Outcomes are changes, impacts or benefits that happen as a direct result of this funding.

The?**mandatory**?outcomes for the Nature Networks Fund (round three) are:

- a wider range of people will be involved in heritage
- heritage will be in better condition

You**?must?**address**?both outcomes**?in your application.

We expect responses to be proportionate to the amount of grant being requested.

If relevant to your project, you may also respond to:

- the funded organisation will be more resilient

How will your project involve a wider range of people?

Your answer should explain how your audience or volunteer profile will have changed through the project or if this is a project planning application how it would change in a future project. This may include:

- improvements to the accessibility of a site
- working with partners or other organisations to reach under-served audiences
- supporting new individuals into the sector through jobs, training and/or apprenticeships

Include evidence to support your plans.

How will your project improve the condition of heritage?

Explain how your project will improve the condition of the protected sites network, even if this will be in the future. For example, describe what specific actions you will undertake to improve the management of the habitats and species.

If your project is not taking place directly on a protected site, please explain how your project will bring value to the network in the long run. You may find it useful to refer to The Nature Network Map to evidence how the location of activities outside of protected sites will develop connectivity. This is available through DataMap and Wales Environmental Information Portal (WEIP):

- DataMap Wales: Habitat Networks and Priority Ecological Networks
- Wales Environmental Information Portal. Please select ‘explore’ from the main menu, then click on the ‘Ecosystem Resilience’ tab.

Will your project achieve any of our other outcomes?

Leave blank, we will not be assessing any other outcomes for the Nature Networks Fund (round three).

Managing your project

How will your project be managed?

Answer as normal.

How will you evaluate your project?

We recommend you build in evaluation from the beginning of your project. The more carefully projects budget for their evaluation, the higher the quality of the final report. We have recommended minimum spends on evaluation and you can find further information on this within?our evaluation guidance.?

At the end of your project we will expect some evaluation feedback, in two parts:

- your own evaluation report, sent in before we pay the last 10% of your grant
- An evaluation questionnaire, within one year of completion. You can see the information we will want you to report in our?evaluation guidance.

How do you plan to acknowledge your grant?

As part of your grant from the Welsh Government, you must acknowledge your funding on social media, through press releases, and by displaying our partnership logo. Please read our?Welsh Government acknowledgement guidance.

Tell us about any jobs or apprenticeships that you will create to deliver your project

Answer as normal. If you are creating jobs or apprenticeships, you must attach the relevant job descriptions.

Project costs

Please refer to the?application guidance?section called ‘Preparing your application’ to ensure that your project costs are eligible.?If you are applying for £250,000 or more please submit an?Expression of Interest?in the first instance.

For monitoring purposes, it is important that you distinguish between capital and revenue costs in your cost table. To do this, please put them on separate lines and add ‘Cap’ or ‘Rev’ to the start of each cost description. For example, if you are applying for £10,000 of professional fees for capital work, and £5,000 of professional fees for engagement activities, your table should look like this:

Example of a cost table:

Cost heading	Description of cost	Amount
Professional fees	CAP contractors for building bird hide	£10,000
Professional fees	REV freelancers to deliver activity programme	£5,000

It is important that the costs you ask us to cover do not constitute unlawful subsidy to you. Please check the ‘Additional Information’ section of the?application guidance?for further details.

Support for your project

Are you getting any cash contributions to your project?

Answer as usual, ‘yes or ‘no’.

Please note: There is no mandatory requirement for cash contributions to Nature Networks (round three) projects. However, any cash contributions you provide can add to the impact and value for money of your project, which will be considered in assessment.

Add a non-cash contribution

There is no mandatory requirement for non-cash contributions to Nature Networks (round three) projects. However, any non-cash contributions you provide can add to the impact and value for money of your project, which will be considered in assessment.

Volunteers

There is no mandatory requirement for volunteer contributions to Nature Networks (round three) projects. However, any volunteer contributions you provide can add to the impact and value for money of your project, which will be considered in assessment.

Evidence of support

Answer as usual. Upload letters, emails or videos of support as appropriate for your project.

Supporting documents

The following supporting documents must be uploaded at the end of your application form. File sizes should be smaller than 20MB.?**Please note**?that some of the supporting documents required for this programme are different to those stated in the online application form.?

For this programme, we require the following documents:

- governing document (mandatory if your organisation has one)
- audited or verified accounts (mandatory if you are an organisation)
- project plan (mandatory for all projects) –?you can download a?template from our project plan page
- partnership agreement (mandatory, if you are working in a partnership)
- job descriptions (mandatory, if you are creating new jobs or apprenticeships as part of your project)
- briefs for commissioned work (if applicable)?
- images, including at least one map showing the locations of capital works?
- calculation of full cost recovery (if applicable)?
- evidence of support, such as letters, emails or videos of support (optional)

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.

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.

Attachment	Size
FILE View 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

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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***.**