

Trees Call to Action Fund Receiving a Grant: £250,000 – £500,000

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If you require a copy of this guidance in an alternative format (large print, Braille or audio version), or if your first language is not English, we can provide it in the appropriate format or language if you ask us.

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1. Introduction

Congratulations on being awarded a grant, we look forward to helping you deliver a successful project. The funding you will receive is public money from the Department for Environment, Food & Rural Affairs (Defra) and as such we are duty-bound to make sure 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 Trees Call to Action Fund (TCAF) project. These may be different to processes for standard grants from The National Lottery Heritage Fund. 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.

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 Letter. 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 may arrange a number of meetings with you, including site visits, throughout your project.

We ask that you 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.

Your grant contract with us, is made up of the following:

- Grant Notification Letter
- Standard Terms of Grant
- any Additional Grant Conditions
- signed Permission to Start form

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

All projects receiving funding through TCAF have a grant expiry date of **31 March 2025**. You must complete your project and submit your Completion Report, Evaluation 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 to programme, we may close your project early and ask for the repayment of all or part of your Grant.

1.1 Filling in forms

You will need to fill in a number of forms online as part of our monitoring process. We will ask you to send copies of documents – as part of filling in one of the forms – and you can attach files (of less than 5Mb in total) online at the end of the form.

The forms are:

- Permission to Start
- Progress Report
- Payment Request Forms
- Completion and Final Payment Request

1.2 Before Starting

Before you can start your project and seek a grant payment, you will need to complete a 'Permission to Start' form – further details below in section 2.

You should not start your project until you have received our approval through Permission to Start. If you do start before receiving our approval, this will be at your own risk. We will not make any grant payments to you until this form has been approved.

1.3 Reporting on progress

You will be expected to report progress on a regular basis to The National Lottery Heritage Fund, which will be agreed with you before you start the project and as the project progresses. To do this you will need to complete a 'Progress Report' form online.

For grants over £250,000, we expect as a minimum: **reports every 3 months.**

We may choose to alter the frequency of reports depending on how well the project is progressing, and we may also choose to meet with you in person to discuss your progress.

We will monitor the progress of your project against the Approved Purposes of the grant. It is important that you keep us informed of risks and issues arising, including any proposed changes to programme or costs, so that we can respond and support you as appropriate.

1.4 Seeking payment of your grant

For awards of £250,000 or more we will pay quarterly in arrears. To claim a payment, you must fill in a form 'Payment Request – for awards of £100,000 or more'.

We typically expect a Progress Report (see section 3.1) to be submitted with the Payment Request Form in order to receive a payment of your grant. We will only release payments after being satisfied with the progress of your project.

We will pay a proportion of the total 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.

Below we explain the difference between payment percentage and award percentage.

Worked example:

At award: Total project cost £500,000 which includes £100,000 of non-cash contributions. The grantee's cash contribution in partnership funding is £200,000 and the grant award is £200,000. The award percentage is therefore 40% (grant award divided by total project cost).

At payment: When it comes to payment the grant award remains £200,000 and the grantee's cash contribution is still £200,000. However, the agreed costs are £400,000 (discounting the non-cash contributions). The payment percentage is therefore 50% (grant award divided by agreed costs).

We aim to release funds within 15 working days of receiving your request, provided you have sent us the information that we ask for. Payment will be made to the account agreed with us at Permission to Start. We can only release funds against agreed costs that meet the approved purposes and will deliver the intended outcomes.

1.5 When your project finishes

We normally withhold 10% of the grant until the project is completed.

You must fill in a 'Completion and Final Payment Request' form **prior to 31 March 2025** to claim the final part of your grant. You must provide an evaluation report, acknowledgement of our funding and images as part of this final claim. We will not pay the final part of your grant until we are satisfied that all our requirements have been fulfilled.

The following information offers guidance for each of the forms you may need to complete.

2. Permission to Start

We normally expect you to submit your Permission to Start form within **three** months of the date of your Grant Notification Letter. If there are substantial delays and it has not been received within six months, we may decide to withdraw the offer of your grant.

Before we are able to grant you permission to start your project and release your grant, you will need to complete the following tasks (if applicable):

- secure partnership funding as identified in your application
- secure a signed partnership agreement (if you submitted an unsigned agreement with your application)
- obtain statutory permissions, for example listed building consent
- secure any necessary licences, for example a felling licence
- secure ownership of freehold or leasehold property to meet our requirements – see Appendix A
- secure signed third-party landowner agreements
- create a programme for how you will complete the project
- create a cash-flow for the project as appropriate
- define a project management structure showing names and lines of responsibility
- describe your proposals for procurement

To start your project, you must complete the Permission to Start form online. Further guidance on this process can be supplied on request.

The form must be completed with at least two signatures in the Bank Account Details section and a further signature in the Declaration section. By signing the Declaration, you are confirming that your organisation accepts our grant and agrees to comply with the Grant Contract. You should keep a signed copy for your records.

Once we have approved your request we will inform you. 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.

We will use the documents you supply with the Permission to Start form to help us monitor your project's progress and performance. We will normally pay only towards costs incurred after you have obtained our Permission to Start.

Once you have completed the form you will need to sign the Bank Account Details and Declaration sections before submitting the form online. By signing the declaration, you are confirming that your organisation understands and accepts the grant award along with all the associated requirements. Signing can be done two ways:

- If you have a device that allows you to physically sign a PDF document on screen, you

can select the Create PDF option, sign the Bank Account Details and Declaration sections. Then, attach a saved version to your Permission to Start form before submitting it online.

- If your device does not have this feature you can print a copy, sign it and then scan the signed sections and attach the file to your Permission to Start form before submitting it online. Remember to submit the complete Permission to Start form not just the signed sections.

Please **do not** send a hard copy by post to your local The National Lottery Heritage Fund office.

Once we have approved your request we will return a countersigned digital copy of the form to you. You can then start work on your project. You must get our approval in writing if you need to make changes to these documents.

3. Updating us on your progress

Once we have confirmed you have Permission to Start you do not need to submit any further forms until you are ready to claim the first instalment of your grant.

However, you must get in touch with us as soon as possible about any problems or significant issues, (for example issues that could lead to changes in costs, serious delays, or failure to deliver the Approved Purposes and Outcomes), that arise during the course of your project so that we can respond and support you as appropriate. Let us know in advance about any events and update us on any successes and good news stories.

3.1 Progress report form

When you are ready to claim the first instalment of your grant you will need to submit a Progress Report with your Payment Request form. You should use this form to keep us informed of the progress of your project.

After your first instalment, you should submit Progress Report forms on a quarterly basis. Your progress report must be produced no later than three weeks after the period it covers.

The form asks you to complete the following:

- summary of progress against the Approved Purposes
- progress towards meeting any Additional Grant Conditions (if applicable)
- identifying and updating risks to the project
- update on or changes to project timetable
- update on statutory permissions and licenses
- partnership funding update

- procurement update
- any change requests to agreed costs

If you require further guidance on how to complete a progress report form, please contact your Investment Manager.

4. Acknowledging your Grant

As part of your Trees Call to Action Fund (TCAF) grant, you must acknowledge your funding through press releases, on social media and by displaying the logo lock up of all partners.

4.1 Narrative

If you are referencing your grant in narrative (in press releases, or on your website), please use the following lines:

This project is funded by the Trees Call to Action Fund. The fund was developed by Defra in partnership with the Forestry Commission and is being delivered by The National Lottery Heritage Fund.

TCAF is supported using public funds and delivered by The National Lottery Heritage Fund in partnership with Defra and the Forestry Commission. We have created a logo lock up of all fund partners. When using logo, please use it in its entirety to ensure this funding and delivery relationship is maintained.

You can download the TCAF logo lock up from our website, along with further guidance on how to use it. Use the logo anywhere where people can clearly see it.

4.2 Sharing on social media

Where space allows, please tag Defra, The National Lottery Heritage Fund and Forestry Commission in your posts.

Twitter

@DefraGovUK

@HeritageFundUK

Instagram and Facebook

@DefraGovUK

@HeritageFundUK

LinkedIn

@DefraGovUK

@NationalLotteryHeritageFund

4.3 Photos

Using great pictures will give your posts the best chance of gaining attention. Use anything that shows the value of the great work you do.

5. Procurement: consultants, contractors and suppliers

Procedures to recruit consultants and contractors must be fair and open and comply with the relevant equality legislation.

In all projects, regardless of the level of funding, we will ask you to give us details of the procurement (buying), tendering and selection process for all parts of your project. If you are unsure about your obligations, we advise you to take professional or legal advice.

If you have already procured goods, works or services, you will need to tell us how you did it. We cannot pay your grant if you have not followed the procedure set out below.

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

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 must give full reasons if you do not select the lowest appropriate tender.

Please note that a single tender will be accepted in the following circumstances:

- 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 works, 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 there is new work 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, work 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 must not be connected (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 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.

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.

Where appropriate we encourage you to work in partnership with others to deliver your project. If a project partner is providing goods or services paid for through the grant, then you need to tell us why they have been chosen and why an open tender process is not appropriate. We will consider whether this is the best way to carry out your project and expect you to show value for money and meet any relevant legal requirements.

Partners are not subcontractors. They will take on an active role in the project and will be involved in the project as a whole. They will help to report on progress, attend regular partnership meetings and support project evaluation.

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.

You should ensure any contractors, suppliers or consultants or partner 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.

6. 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.

This website provides [information about preventing discrimination in recruitment and employment](#), and how to target recruitment from particular groups such as young people aged 18–24.

7. Photographic records

We expect you to capture photographs throughout your project showing your progress which you should submit with your Progress Reports (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 (jpegs) 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 make sure you have agreement to share these images under this specified Open Licence.

You must make sure 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.

8. 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, a grant agreement 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 C and D).

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

9. Grant Payments

You must keep proper up-to-date accounts and records. Please attach all relevant copies of accounts, bank statements or invoices, contract administrator's interim payment certificates or table of costs online, by attaching with the form. Please note all files sent to us through the portal should be freely reusable by The National Lottery Heritage Fund in accordance with your terms of grant. When saving digital copies of invoices to send to us, please keep the file size (MB) as small as possible, while still ensuring the image is clear.

For amounts of less than £500 you should submit a table of costs which specifies the date, amount and description of each item of expenditure, instead of the individual invoices. The total of your table should be shown as a single line on the summary of invoices. You must retain the original receipts or invoices in case we ask to see them.

We pay our grant up to the point you reach 90% of your total grant. After that we will not make any further payment until your project is finished and you complete a Completion Form (see section 5).

All proof of costs must be dated after the grant award date and before the grant expiry date shown in the grant notification letter. If invoices include costs which are not part of the agreed costs, you will need to deduct the additional costs from the invoice when making your claim. We reserve the right to refuse payment of invoices which we consider do not form part of the original agreed project.

To claim each payment of your grant you will need to complete a 'Payment Request' form and a 'Progress Report' form. Both will be available on our online application portal at the intervals we agree with you. The payment limit and payment percentage are shown at the top of the form.

You should request your grant payment as soon as possible after you have received invoices, at the intervals agreed. You will need to enter invoices or other references as appropriate to demonstrate how much you have actually paid against agreed costs. We will not make any payment until we are satisfied with your grant payment request and latest progress report.

10. Completion Report and Final grant payment

You will need to claim your final grant payment by filling in the 'Completion Report and Final Payment Request' form.

The form asks you to:

- describe how you achieved your approved purposes
- describe issues or changes, and the impact on the timetable or costs
- describe how you will meet the long-term requirements
- describe how you have carried out evaluation, including attaching an Evaluation Report, and how you will carry it out in the future
- send in some project records, for example, digital images

It also asks about how you met any additional grant conditions if this is relevant. It includes a statement about agreed costs and the declaration needed as part of the payment request.

Request your final grant payment as soon as possible after:

- your project is completed and you have achieved your approved purposes and complied with any grant conditions
- you have acknowledged the grant in accordance with the 'How to acknowledge your grant' guidance
- you are able to supply all the additional information we require including evaluation report, images and proof of acknowledgment of our funding

Please note that we will not make your final payment until we have received and reviewed all the additional information including your Evaluation Report. **We must receive this evidence no later than 31 March 2025.**

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

11. Fund evaluation

As part of our evaluation of the Trees Call to Action Fund (TCAF) we will collect information from all funded organisations on the progress of their project's activities. We require projects to submit project activity and output data to us at the same time as the submission of overall progress reports and payment requests.

This project activity and output data covers, for example, area and type of habitat that has benefitted from TCAF activity, activities you have undertaken to engage communities and landowners to develop a pipeline of tree planting projects, activities you have run to connect people with nature, apprenticeships and jobs that have been created or retained by your project.

We will be in touch soon to provide more detail on this and how you will need to send this data to us and to Defra's Nature for Climate Fund Programme. We may also commission external consultants to evaluate aspects of TCAF.

In addition to the scheme-wide evaluation, you must take appropriate steps to monitor your own success in achieving the Approved Purposes and collect quantitative and qualitative data to evidence the outputs of the project. On completing the project, you must submit your Evaluation Report before we will release the final grant payment. You should build evaluation into your project from the beginning, this will help you prove what has been achieved, and improve on-going project activity. You need to create an evaluation plan at the start of your project.

Appendix A: Additional Definitions

Approved purposes – the purposes for which you have been offered a grant and how you plan to carry out those purposes as set out in your application and confirmed in our letter awarding you the grant, and any additional information as set out in the Permission to Start and subsequent correspondence.

Approved costs – the costs we have agreed to contribute towards as set out in your grant award notification.

Award percentage – calculated by dividing the grant award value by total project cost which includes non-cash contributions.

Payment percentage – the proportion we pay against invoices calculated by dividing the grant award by the agreed costs, which excludes any volunteer labour or non-cash contributions.

Payment limit – we will normally pay no more than 90% of your grant until we are satisfied that:

- the project is finished
- you have met all our standard terms of grant and any additional grant conditions
- we have received an acceptable final grant payment request and completion and evaluation report
- appropriate funding acknowledgement is in place

Back-filled post – is a job that is vacated within your organisation when that person on a new role as part of your project and where the intention is for them to return to their original work once the project is finished.

VAT– our grant percentage will include your VAT payments if these were included in the approved costs for your project.

You must do all that you can to:

- make your project VAT-efficient
- make sure that VAT is applied only to relevant parts of your project and/or individual projects
- claim back any VAT which you can

If your VAT payment decreases during the project, we will reduce our contribution to those costs, and you will have to pay back any amounts of VAT you have managed to claim back. If your VAT payments increase, we will not increase our grant payment. You must not transfer any VAT savings that you have made to any other budget heading without our prior approval.

Contingency allowances for unexpected expenses – only use this allowance where unforeseen circumstances have affected the costs of individual elements of the approved purposes. You must get our permission for major spending of the contingency against any individual elements. We will reduce your grant by the proportion of the contingency that you did not need to spend.

Increases or decreases in the approved cost – the costs of the project may increase or decrease. Where a project increases during the course of the project, we will only consider increasing your grant in exceptional circumstances. In this case you will have to provide further information.

If the final cost of your project is lower than the agreed cost, we will reduce your grant in line with the agreed overall grant percentage.

Appendix B: Property Ownership

We expect you to own any property (land, buildings, or intellectual property) on which you spend your grant. For further guidance on our requirements for land in third party ownership see Appendix C and D.

Land and buildings

For Projects that include works on land and buildings, you must own the freehold or have a lease that meets our requirements:

- for projects involving work to a building or land, if your organisation does not own the freehold, you will need a lease with 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, sublet and mortgage your lease but if we award you a grant, you must first have our permission to do any of these

Digital outputs

We have specific requirements, which are set out in your Standard Terms of Grant, for 'digital outputs' produced as part of any The National Lottery Heritage Fund project. 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 could include 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.

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, unless we have agreed otherwise.
- '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. We expect:

- websites to meet at least W3C Double A accessibility standard
- you to use open data, software and services where possible
- you to contribute digital outputs to appropriate heritage collections and open knowledge projects.

Appendix C: Land in Third Party Ownership

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 landowner. There is no prescribed form of agreement, but The National Lottery Heritage Fund has specific requirements which should be included in any third-party landowner agreements. At a minimum, the landowner 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 landowner to maintain the land and provide public access in accordance with the terms of the Grant Contract (as applicable)
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 landowner 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.

At Permission to Start, we require at minimum a schedule of land in third party ownership (see Appendix D for a template).

Appendix D: Land Ownership Table

Location of Land Including Land Registry Title No and/or OS no	Landowner Do they own freehold or leasehold	Works Required/value of work i.e. works being funded by Trees Call to Action Fund grant	Rights Required?	Proposed easement/right or lease Confirm if any statutory rights to enter land	Third Party Agreement signed? Must be on terms which enable Grantee to fulfil our terms and conditions of Grant and for correct contract length (10 years)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-