

**NORTH WILTSHIRE DISTRICT COUNCIL (THE COUNCIL)  
CONDITIONS OF ENVIRONMENTAL GRANT OVER £500  
FOR THE YEAR 1 APRIL 2006 TO 31 MARCH 2007**

1. **Process**

- 1.1 The award of grant shall be conditional on the approval of a detailed annual business plan or project report. This document will then be the basis for the delivery of performance outputs, and is required to take account of the priorities identified in the Leisure Plan and the Countryside and Open Space Strategy (when implemented), current at the time of the award, and of the wider policy priorities of the Council. The initial and subsequent year business plans shall form the basis for negotiated change and agreed new developments.
- 1.2 The business plan or project report should be submitted for approval by the Council in reasonable time for the financial period commencing the following 1<sup>st</sup> April.
- 1.3 The Council will review the application and ask for further information if this is deemed necessary.
- 1.4 Applicants will be notified of the decision, and the amount of funding being offered, if relevant, following a meeting of the Executive Committee, which will normally take place in April.
- 1.5 An application must be made annually for projects that are expected to run for more than one year.

2. **Project Report/Business Plan**

- 2.1 Included in the Business Plan/Project Report should be details of the operational programme for the financial year for which the grant is being requested and how it will address the following issues:
  - 2.2 **Match Funding**
    - 2.2.1 It is essential that other sources of funding are secured as the Council will not fund the total cost of the project. Other sources of income could be from the Countryside Agency, English Nature, Landfill Operators, Lottery, local business and charities.
    - 2.2.2 Performance Indicator: the total funding from other sources secured for the project.
  - 2.3 **Partnerships**
    - 2.3.1 It would be expected that a range of partners be engaged in the project whether these be statutory bodies, environmental groups, schools or the local community.
    - 2.3.2 Performance Indicator: the number of partners engaged.
  - 2.4 **Community Involvement**
    - 2.4.1 To ensure ownership of schemes the local community should be involved where possible.
    - 2.4.2 Performance Indicator: the number of community groups and individuals engaged.

2.5 Biodiversity

- 2.5.1 This should take the form of a link to the Wiltshire Biodiversity Plan or, show an increase in biodiversity of the project area (if suitable), for example the more sympathetic management of an open space.
- 2.5.2 Performance Indicator: species or habitat action plans addressed or the total area (ha) of land improved (this could take the form of advice).

2.6 Sustainability

- 2.6 The project should show consideration to issues of sustainability, both in terms of measures to reduce the environmental impact of the scheme (e.g. use of public transport) and the future management of the project, or area.
- 2.6.2 Performance Indicator: a statement of intent.

2.7 Skills/Training

- 2.7.1 Is there potential within the project to improve the skills base of the people involved, for example, first aid training which could be of use in the wider community or traditional woodland skills.
- 2.7.2 Performance Indicator: the number of training opportunities provided.

2.8 Crosscutting Themes

- 2.8.1 The Council would be keen to see any grant given help towards as many cross-cutting themes as possible. Examples of cross-cutting themes are: social inclusion, deprivation, health and youth.
- 2.8.2 Performance Indicator: the number of cross-cutting themes addressed.

2.9 Management and Financial Systems

- 2.9.1 It would be expected that adequate Management and Financial systems be in place to ensure that the project is managed effectively and grant monies are spent according to the grant conditions.
- 2.9.2 Interpretation and implementation of the Council's co-ordinated Leisure Strategy and Countryside and Open Space Strategy
- 2.9.3 Any application must fit within the framework of these two documents.
- 2.9.4 Performance Criteria: the number of objectives within these two documents

2.10 Health and Safety procedures.

- 2.10.1 The Council considers the safety of individuals to be extremely important and would wish to see organisations receiving a grant to demonstrate due attention given to health and safety matters.
- 2.10.2 Performance Indicator: proof of a health and safety policy and, risk assessment procedures.

3. **Financial Conditions**

- 3.1 The applicant must use the grant wholly and exclusively for the purposes agreed with the Council and identified within the Business Plan/Project Report.
- 3.2 The applicant shall maintain full written financial accounts backed by invoices, receipts and vouchers, detailing how the grant funding has been used for the purposes approved by the Council pursuant to condition 3.1. This information will be made available to the Council on reasonable request.
- 3.3 The applicant shall prepare and submit an annual report and complete set of audited accounts to the Council within six months of the end of its financial year.
- 3.4 Failure to comply with grant conditions may result in a reduction or removal of grant aid.

4. **Accountability**

- 4.1 The applicant will be required to invite a Council Member and/or Officer onto its Management Committee, Working or Steering Group with full voting rights, where applicable.
- 4.2 The applicant shall be required to attend update meetings with Council's officers every four months and any other meetings with officers/Members as may be arranged with reasonable notice.
- 4.4 The applicant shall make arrangements, to the reasonable satisfaction of the Council, for public access including Council's officers to Management Committee meetings and papers and for publicising open meetings as well as access to land purchased with financial help from the Council.
- 4.5 Applicants will produce a six-monthly update and a final report for the Council detailing progress against the Business Plan/Project Report.
- 4.6 In addition to its obligations pursuant to 4.2 above, the applicant shall if required by the Council attend ad hoc meetings with Council officers.
- 4.7 Prior to any meeting to be held pursuant with Conditions 4.2 or 4.5 above, the Council may require to be presented at that meeting a report and supporting written information on any matter relating to the obligations of the applicant pursuant to these conditions. If it does so the applicant shall ensure that such officers, as are reasonably competent to answer questions relating to the report, attend the meeting. A request for a report shall not be made by the Council less than 5 days before the date of the meeting unless the Council determines that the matter is of exceptional urgency.
- 4.8 The applicant shall diligently maintain all information and records (whether in paper, electronic or other forms) required to be kept by it pursuant to these conditions and shall make such information and records available to the Council with the exception of information covered by the Data Protection Act.
- 4.9 The applicant shall maintain detailed and comprehensive records in a form approved by the Council, of all expenditure of the grant aid the applicant's performance of its obligations under these conditions. This condition has effect in addition to and not in substitution for any other obligation to maintain records and/or information in these conditions.

**5. Renewal of Grant**

- 5.1 Renewal of grant shall be at the sole discretion of the Council; the remaining sub-conditions of this condition are for the mutual administrative convenience of the Council and the applicant. In the event that the latter wishes to apply for further grant funding and shall not be deemed to negate or detract from or in any other way pre-determine the exercise of the Council's discretion.
- 5.2 The Council reserves the right to amend, add to or delete any of these conditions at its sole discretion when considering future applications for annual grant.
- 5.3 No application for a renewal of grant funding shall be entertained by the Council unless it is made in respect of a period of one year and is submitted in accordance with grant condition 2.1, unless previously agreed.
- 5.4 Unless the Council otherwise determines, no approval of the application will be made without it having first approved (following such reasonable amendments that it may require) the draft business plan and operational programme. A final decision on the application shall be taken no later than two months prior to the expiry of the current grant. In any negotiation of the application the Council and the applicant shall use their reasonable endeavours to facilitate the achievement of these requirements.

Accepted and agreed on behalf of:

Accepted and agreed on behalf of  
North Wiltshire District Council

Organisation .....

(Approved by Executive –  
Date .....) .....

Name .....

Name .....

Position .....

Position .....

Signature .....

Signature .....

Date .....

Date .....

