

# Mendip Hills AONB SUSTAINABLE DEVELOPMENT FUND

## *Conditions of Grant Aid*

### **General**

1. The offer of grant is made on the understanding that no grant will be paid for any work carried out prior to acceptance of the offer of grant made by the Sustainable Development Fund Advisory Panel and that the applicant will at all times use their best endeavours to maintain the plants or works which are to be provided in accordance with the purposes set out in the formal offer. The Mendip Hills AONB may from time to time wish to refer to grants offered, either generally or for specific projects, in their publicity material. It is assumed that applicants agree to this practice.

### **Acceptance**

2. The acceptance of the offer is to be made within ONE month from the date on which it is made. This may be by letter or email. If acceptance is not received within that time the offer may be withdrawn. On acceptance applicants must provide the following financial details bank name, branch address, account name, account number and sort code.
3. You must provide evidence that all legal/planning/environmental checks, professional advice or authority have been obtained prior to the work commencing and as a condition of the grant being released.
4. Where we are granting an award for a capital item we need to have evidence that adequate insurance is taken out as a condition of the grant being released.
5. Where a contractor is being used we require a copy of their Public Indemnity Insurance before work begins.
6. Applicants receiving over £2,000 funding will agree to keep a diary of key events throughout the project along with a photographic record (preferably transferred to CD) to be submitted along with the grant claim.
7. If volunteer time is being used as match funding the names and hours worked by each volunteer must be provided when submitting the grant claim.
8. By accepting the funding, as part of grant conditions you are required to complete a post-completion project report and be prepared to share experience with others.
9. If, for any reason, the project outline is altered from that originally submitted to the Advisory Panel, the AONB Unit must be notified prior to these changes occurring.

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## **Standard and Maintenance of Work**

10. All work grant-aided by the Sustainable Development Fund shall conform to the plans and specifications submitted to the Advisory Panel.
11. All supported publications, leaflets or display material are subject to a pre-print/production proofing by the Mendip Hills AONB Unit or a Panel member.
12. The applicant shall ensure, at all times, that works and activities covered by the offer of grant-aid conform to current health and safety legislation.

## **Publicity**

13. Any publicity referring to the grant-aided project must use the following phrase, 'this project has been supported by the Mendip Hills AONB Sustainable Development Fund'.
14. Any publications, displays or interpretation produced by, or associated with, the grant-aided project must include the Mendip Hills AONB logo that shall be of equal size to any other identifying graphics being used. Please contact the AONB Unit for an electronic copy.

## **Payment**

15. Procedure for claiming Grant
  - a) An invoice, receipted accounts, volunteer time sheets, evidence of 'in kind' contributions, statement of completed work and project diary/photographic record must be sent to the Mendip Hills AONB on completion of the work and by the end of the financial year in which the grant is offered.
  - b) On the receipt of these and if applicable, a site visit may be arranged by the Mendip Hills AONB Unit, or a member of the Advisory Panel to inspect the finished works.
  - c) Assuming the work has been completed satisfactorily, the Mendip Hills AONB will request payment via BACS through Somerset County Council.

## **Inspection**

16. Any Mendip Hills AONB officer or person authorised by the Sustainable Development Fund Advisory Panel on their behalf shall be entitled, after giving reasonable notice to enter onto the land and inspect the works for the purpose of ascertaining that the terms and conditions of the offer are being complied with. The applicant is required to provide as required relevant books, documents, records or audited accounts relating to the project.

## **Breach of Conditions**

17. In the event of a breach of these conditions the Sustainable Development Fund Advisory Panel may declare the offer to be void, or may vary the amount of grant to be paid, or

where the grant or a portion of it has been paid require the amount paid to be repaid in full or in part for debts owing.

### **Arbitration**

18. Any dispute between the applicant and the Sustainable Development Fund Advisory Panel about the interpretation of these conditions shall be referred to the arbitration of a person to be agreed between the parties, or failing agreement within 28 days after each party has given to the other written request to concur in the appointment of an arbitrator a person to be nominated at the request of either party by the President of the Royal Institute of Chartered Surveyors.

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