



**Cotswolds
National
Landscape**



The Caring for the Cotswolds Grant Scheme is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we can offer funds to support the climate action in the Cotswolds National Landscape.

Caring for the Cotswolds Terms and Conditions (updated Aug 2026)

All Climate Action Competition Prizes awarded by the Cotswolds National Landscape are administered as Grants by the Caring for the Cotswolds Grant Scheme. The following terms and conditions apply to all Grant offers by the Cotswolds National Landscape under the Caring for the Cotswolds Grant Scheme's Climate Action Competition.

Definitions

These are the definitions for the important information related to your Project. When we refer to these words in the Terms and Conditions, this is what we mean:

'we', 'us', 'our' – the Cotswolds National Landscape (who administer the Caring for the Cotswolds Grant Scheme). Please note, our full legal name is Cotswold Conservation Board for the Cotswolds Area of Outstanding Natural Beauty.

'you', 'your' – the organisation(s) awarded the Grant and any organisation which agrees to partner with you and to comply with the Grant Terms and Conditions.

'Application' – your completed entry form and any documents or information you send us to support your bid for prize money.

'Grant' – the prize money that we have awarded you to carry out your Project.

'Project' – the purposes we have approved as set out in the Application, taking account of any changes that we and you have agreed in writing (e.g. in our Awards Letter to you).

'Asset' – any asset that you buy, create, receive, restore, or that is otherwise funded by the Grant including but not limited to: equipment and machinery, Digital Outputs, intellectual property rights and any documents that you produce or order as part of the Project.

'Digital Outputs' – all material created in or copied into a digital format by or for you as a Project Output. e.g., brochures and flyers, documents, code, webpages, digital archives, sound and video recordings or audio-visual installations.

'Approved Usage' – this means how you said you would use the Asset and applies until the expiration of the Grant Terms and Conditions.

'Terms and Conditions' – this document and any specific terms and conditions detailed in your Awards Letter.

1. GENERAL

1.1 The Terms and Conditions set out below apply to all Grant offers.

1.2 Our decisions in respect of your Application are final and we are not obligated to give reasons for our decisions (although we would not withhold these unreasonably).

1.3 We reserve the right to impose such conditions as we see fit following the assessment of your Application.

1.4 We make our Grant offer to you on the understanding that, while making the Application, you will have disclosed to us any financial contributions received or expected for the same purpose.

1.5 You will use the Grant solely for the Project.

1.6 We are free to refer to Grants offered, either generally or for specific projects, and use any material that you have submitted to us, for publicity purposes.

1.7 You are responsible for insurance, maintenance, repair and replacement of any Assets purchased with the Grant.

1.8 You shall be responsible for meeting any claims against you, or against us, arising out of the Project as a result of negligence or public liability. You are responsible for all legal and insurance liabilities, including but not limited to: planning permission, environmental obligations, health and safety, employment regulations, staff pay and pensions, public liability insurance, indemnity insurance, safeguarding of young or vulnerable people and the provision of suitable and qualified leaders or instructors. We may request that you provide evidence of adequate and up to date insurance.

1.9 The length of time for which the Terms and Conditions apply depends on the core activities carried out in your Project:

(a) For **activity-based projects** (e.g. an exhibition, workshop, swap-shop), the Terms and Conditions end on the project completion date.

(b) For projects involving **nature-based works/restoration** (e.g. planting trees, pond restoration, wildlife corridor creation), the Terms and Conditions apply for the natural lifetime of the Asset, which will depend on the natural environmental conditions. During this time, you shall reasonably care for the Asset(s) to an extent that appropriately reflects the investment of the Grant funds.

(c) For **capital-based works/restoration** (e.g. building works, restoration works to buildings, capital alterations to buildings, acquisition or equipment/machinery), the Terms and Conditions apply until five years after the project completion date. During this time, you shall maintain the Asset(s) in a good, usable condition that appropriately reflects the investment of the Grant funds. In the case that the capital works is on land owned by a private individual, this condition will apply for 10 years.

(d) For projects creating **Digital Outputs** (e.g. webpages), the Terms and Conditions apply until five years after the project completion date.

2. ACCEPTANCE AND START

2.1 You must accept our offer in writing within 14 days of the date of the Awards Letter. If we do not receive your acceptance within that time, our offer will expire. You must start the Project within one calendar month of receiving the first Grant instalment. If you are unable to start by this date, we reserve the right to rescind our offer and reclaim monies already paid to you, following review.

2.2 By accepting our offer, you agree to adhere to any specific Terms and Conditions detailed in the Awards Letter.

3. PAYMENT

3.1 All grant payments are made by invoice, which must be sent to us by email as a PDF or Word document. Invoices must include and clearly show:

- (a) Organisation name, address and contact details
- (b) Name of bank account (matching the name of the applicant organisation), account number and sort code
- (c) Description (i.e. payment of Caring for the Cotswolds Grant)
- (d) Amount in £ that matches your Award Letter

3.2 We will pay the Grant following your acceptance of the Awards Letter and submission of an invoice (see 3.1).

3.3 You shall maintain proper accounting records to ensure that all monies received and paid through the Grant can be identified and traced.

3.4 To complete your Project, ensure accountability, and satisfy our funder (the National Lottery Heritage Fund), you must:

- (a) Deliver all the work, activities and provision of services as agreed in your Awards Letter, by 31-July 2027
- (b) Demonstrate how the Grant was spent and what activities took place, by providing us with electronic evidence (e.g. photographs) of Project activities, an updated Activity Table, an updated Budget Table and receipts/paid invoices for all expenditures covered by the Grant, by 31-August 2027

3.5 If you can reclaim Value Added Tax (VAT), you shall not include VAT in your Budget Table.

3.6 To ensure that the Grant is used as intended and safeguard public funds, we reserve the right to recover all or part of the Grant money from you if:

- (a) The Project is not completed satisfactorily
- (b) You do not comply with the Terms and Conditions of the Grant
- (c) You use the funds for unauthorized purposes
- (d) Funds remain unspent
- (e) In the event of overpayment of Grant

4. ASSETS

4.1 You shall not use the Grant for acquiring land, buildings, or heritage items.

4.2 Other than as permitted in the Digital Outputs section (see 4.8), you shall not sell, let, part with, write-off, dispose of, or put to a purpose other than for the Project, any Asset (or interest in it) acquired with the Grant for the period for which these Terms and Conditions apply, without prior agreement in writing with us.

4.3 We will be entitled to receive repayment of the Grant from the proceeds arising from the disposal of Assets acquired or improved with the Grant unless otherwise agreed; for the period for which the Terms and Conditions apply. We may decide not to ask you to repay the Grant (or any part of it) but it is for us to decide.

4.4 You must use the Asset, or allow it to be used, for the Approved Usage.

4.5 You must maintain the Asset in good repair and condition and tell us promptly of any significant loss or damage to the Asset. You shall be responsible for restoring or replacing any Assets that may be damaged or lost.

4.6 If your Project includes Digital Outputs, by accepting these terms you also agree to:

- (a) Release Grant-funded Digital Outputs under the Creative Commons Attribution 4.0 International (CC BY 4.0) licence (<https://creativecommons.org/licenses/by/4.0/>), except code, metadata, or Assets already in the public domain, which should be marked with a Creative Commons 0 1.0 Universal (CC0 1.0) Public Domain Dedication (<https://creativecommons.org/public-domain/cc0/>).

- (b) Digital reproductions of public domain materials should be shared under a CC0 1.0 Public Domain Dedication.
- (c) Be the rightsholder of any original Grant-funded Digital Outputs that you produce. Where other people contribute, or the Project makes use of pre-existing materials, you shall get permission from the rightsholder to apply the CC licence.
- (d) Ensure that the Digital Outputs are kept up-to-date, function as intended and do not become out-of-date before five years after your Project Completion Date.
- (e) Ensure website content created as part of the Project is accessible, perceivable, operable, understandable, and robust enough to be used by everyone.
- (f) Provide us with the web address or addresses (URLs) of the site, or sites, that will host your Digital Outputs, and update these if materials are relocated.
- (g) Ensure free and unrestricted online access to the Digital Outputs.

5. ACKNOWLEDGEMENT

5.1 You shall appropriately acknowledge the Cotswold National Landscape and The National Lottery Heritage Fund in all project publicity, whether online, printed material or physical items. Acknowledgement/promotional material must be in accordance with The National Lottery Heritage Fund requirements. Our promotional guidance pack, including acknowledgement templates, is provided with your Awards Letter.

6. STANDARD OF WORKS, SERVICES AND FACILITIES

6.1 All facilities and services aided by the Grant shall conform to the plans and specifications or other particulars as detailed in the Project.

6.2 You will be expected to ensure value for money in any products or services used in your Project.

6.3 You shall ensure that the Project conforms to the relevant statutory obligations, bylaws, planning consents and building regulations; and that the consent of the Landlord/Owner of any Assets which form part of the Project have been obtained in writing.

6.4 If the Project involves work with children or vulnerable adults, you will have an appropriate and up-to-date safeguarding policy in place.

6.5 You will ensure that staff/volunteers who work with children or vulnerable adults within the context of the Project have been DBS checked.

7. VARIATION AND REVIEW

7.1 If significant changes will be required to the Project or the approved estimated cost of the Project, you shall immediately submit written details to us for prior approval.

7.2 If it appears likely that under the Terms and Conditions you will not be eligible to claim the total amount of the Grant, you shall inform us immediately in writing.

8. USE OF YOUR INFORMATION

8.1 During the life of the Grant, we will use the information that you provide in your Application and in supporting documents to administer the award and for our own research and learning purposes. We may give copies of this information to other organisations and agencies when assessing the Application, monitoring the Project progress, and evaluating the Project as part of our funding programmes. We recognise the need to maintain confidentiality of vulnerable groups whose details will not be made public in any way, except as required by law.

8.2 We reserve the right to use for publicity and reporting purposes any photographs or videos that you share with us. You will obtain the consent of any person photographed or filmed before sharing the image with us.

9. INSPECTION

9.1 Any person authorised by us, or on our behalf, shall be entitled at all reasonable times to visit your Project, inspect the site/work, and see relevant documents or information about your Project (including books, records and audited accounts) so that we can provide appropriate support and to ensure that you are: adhering to the Terms and Conditions; delivering your Project in accordance with your Awards Letter and with any changes we have agreed; identifying and managing risks; and correctly accounting for spending any budget.