

**TERMS OF REFERENCE**

**Commissioned by:** WWF UK (on behalf of the Wild Ingleborough partnership)

Living Planet Centre, Brewery Road, Woking, GU21 4LL.

**WWF-UK contact:**  Heidi Dorum, Programme Assistant, WWF-UK

1. **Purpose of this document**

This Terms of Reference confirms the terms under which funding is being granted to the recipient group. Once this document has been signed and returned to WWF-UK, the payment process will begin with immediate effect. If there are any inaccuracies in the information provided on this document, please inform WWF-UK using the contact information above. In these terms and conditions, we refer to the project, event or activity described in your application as “the project”.

1. **Experience Wild Ingleborough overview**

A partnership has formed between Natural England’s Ingleborough National Nature Reserve team, Yorkshire Wildlife Trust, The University of Leeds, WWF-UK, The United Bank of Carbon and The Woodland Trust to develop the Wild Ingleborough project to further the restoration of wildlife habitats around Ingleborough in the Yorkshire Dales National Park.

The partnership aims to undertake landscape-scale restoration of wildlife from the valley floor to the top of the mountain. This will aid nature’s recovery in this part of North Yorkshire by supporting low intensity farming and helping wildlife to be more resilient in the face of the climate emergency and other pressures.

The team are working with local people and visitors to the Dales to involve them in the development of the project, seeking to support a thriving local economy, based on restorative farming to enhance local biodiversity, and nature tourism. The Ingleborough landscape is already inspirational and is visited by many people. In the coming years, the project will seek to support responsible access and enable people to explore the natural environment and get closer to nature.

As part of the wider community engagement programme, Wild Ingleborough is supporting groups who experience barriers to accessing the countryside to enjoy visits to Ingleborough and the surrounding areas during spring 2024. The ‘Experience Wild Ingleborough’ grant scheme will also enable elements of the long-term landscape project to be designed to reduce barriers to accessing the countryside and support a more diverse range of people to enjoy visits to Ingleborough in the years to come.

Experience Wild Ingleborough funding can be provided for the following purposes:

* Equipment, materials and clothing
* Guide leaders
* One-off events/room-bookings
* Staff/consultant costs related to the project
* Training costs
* Transport
* Entrance fees/parking costs
* Accommodation
* Volunteer expenses

1. **Recipient information**

**Name and contact information:**

|  |  |
| --- | --- |
| **Group name** |  |
| **Lead contact name** |  |
| **Address** |  |
| **Postcode** |  |

**Account details:**

|  |  |
| --- | --- |
| **Bank** |  |
| **Account Name** |  |
| **Account Number** |  |
| **Sort Code** |  |

1. **Funding and payment information**

**Wild Ingleborough agree to provide £XX to [group name] on return of a signed Terms of Reference and invoice (including bank details, which will be verified before payment).**

Evidence of bank details must be provided, such as a copy of a bank statement, paying in slip or cheque. This must show payee name, sort code and account number. The payee name must be the same as the group claiming the funds, unless a fund holder has been agreed in advance with Wild Ingleborough. The recipient group will receive the agreed funds via bank transfer. Please note, Wild Ingleborough have 30-day payment terms following receipt of an invoice.

1. **Statement of agreement**

By accepting this funding, you hereby agree to:

* Carry out the project according to the approved activities and timeline as described in Appendix I: Project Plan.
* Use the funds as described within Appendix I: Project Plan and not for any other purpose, by 31 July 2024.
* Acknowledge the support of the Wild Ingleborough partnership in all public communications using the following wording: “*This project is funded by Wild Ingleborough: A vision for a wilder future”.*
* Provide a brief overview of how the project progressed by 30th June 2024, including results, impacts and appropriate content you are comfortable and able to share (images, videos, testimonials) using Appendix II: Reporting Template.
* Obtain consent from any individuals featured in content for the purpose of sharing of that content with Yorkshire Wildlife Trust and its subsequent use by Yorkshire Wildlife Trust and the Wild Ingleborough partnership.
* Undertake risk assessments for the project and ensure appropriate insurance cover is in place.
* Take appropriate steps to safeguard any young people or vulnerable adults involved in the project.
* Share and uphold the values of WWF-UK (Courage, Collaboration, Integrity and Respect), striving for positive impact for people, nature and the climate.
* Let us know promptly about any significant issues or delays with your project.
* Act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us in relation to the use of the grant.

By accepting this funding, you hereby understand:

* We have no liability for any costs or consequences incurred by you or third parties that arise either directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law.
* These terms and conditions will continue to apply until the project is completed.

|  |  |
| --- | --- |
| Recipient Signature |  |
| Recipient printed name and role |  |
| Signed on behalf of Wild Ingleborough | *Ellie Parker* |
| Wild Ingleborough Contact and role | Ellie Parker, Community Engagement Officer |

**APPENDIX I: PROJECT PLAN**

**APPENDIX II: REPORTING TEMPLATE**

|  |  |
| --- | --- |
| **ORGANISATION** |  |
| **PROJECT** |  |
| **REPORT PREPARED BY** |  |
| **DATE** |  |

**Summary of visit**

*(Brief description of activity)*

**Evidence and impact**

*(e.g. photos (accompanied by written consent where necessary) or quotes from attendees/ carers/staff)*

**Budget**

|  |  |  |
| --- | --- | --- |
| **PROJECT COST** | **COST DESCRIPTION** | **AMOUNT (£)** |
| *e.g. Transport* | *Train tickets Leeds – Ribblehead return x 15* | *£300* |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL SPEND** | |  |
| **TOTAL GRANT** | |  |
| **TOTAL REMAINING** | |  |