



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Linda Hackett
Woodchurch High School

24th February 2021

Dear Linda Hackett

**Community Environment Fund – Stream 3
Grant Funding Letter (“the Agreement”)**

Case ID: 153

This letter is a formal offer of grant funding by the Liverpool City Region Combined Authority (“the Funder”) to Woodchurch High School (“the Recipient”) for Young Farmers Experience (“the Project”). This offer is made on the terms set out in this letter and in the attached Terms and Conditions of Grant.

- Grant: Maximum sum of £1,652.00
- Description of Project:
We open up the Woodchurch High School Farm to other schools on the Wirral. The visits will focus on environmental land-based education. Schools pick one of two workshops (1) Farm to Fork or (2) Grow 4 Life. The first half of visit all children will do an Eco Safari Hunt where they hunt around the farm looking for answers to enter into their Eco Booklet. The second half of the visit children will do the workshop. Pupils enter a poster competition based on their Eco learning - awarded in Sept.
- Conditions: The following conditions must be met as part of the delivery of the Project and evidence of progress in satisfying these conditions must be provided to the Funder upon request:
 - Landowner permission letter, if you have not already done so, email the letter to CEF@liverpoolcityregion-ca.gov.uk
 - Complete and return the New Supplier Form and a bank statement to: creds@liverpoolcityregion-ca.gov.uk
 - The Project and pre-project promotion must commence by 20th March 2021 and be completed by 30th September 2021.
 - Provide an end of project case study with high resolution photographs and end of project promotion.
 - Provide monitoring and evaluation information.
 - Provide receipts, invoices or other documents evidencing how the grant has been spent.
- Issues: The following issues were noted in your application, please act as required:
 - Financial Breakdown: Please note refreshments cannot be purchased using this fund.
 - Additional monitoring and evaluation information about your project is required, the LCRCA's PMO team will be in contact to discuss.

If you wish to accept this Grant, please sign and date this letter where indicated below. Once you have done so this Agreement will become legally binding.

Yours sincerely



Rachel Waggett
Principal Environment Officer

I accept the Grant on the terms set out in this letter on behalf of Woodchurch High School.

Linda Marie Hackett

Linda Marie Hackett (Mar 1, 2021 18:41 GMT)

Signed

Mar 1, 2021

.....
Date

Farm Manager

.....
Position

Terms and Conditions of Grant

Background

- (A) The Funder has set up the Community Environment Fund (“the Fund”) to support projects in the Liverpool City Region that will engage local communities in a range of environmental activities with the objective of improving the environment and the wellbeing of people living within the region, and contributing to the green recovery from the Covid pandemic.
- (B) The Recipient is proposing to undertake an environmental project in the Liverpool City Region.
- (C) The Recipient has applied to the Funder for funding to support the project, and the Funder has agreed to provide funding subject to the terms set out in this Agreement.

1. The Project

The Recipient must deliver the Project in accordance with the terms of this Agreement and the timescales set out within it. The Recipient should also deliver the Project in accordance with the application for funding previously submitted to the Funder, apart from where this conflicts with the terms of this Agreement in which case the terms of this Agreement will take precedence.

2. Use of the Grant

- 2.1 The Recipient shall use the Grant only to fund the costs of the Project in accordance with the terms of this Agreement.
- 2.2 The Project must commence by 20th March 2021 and be completed by 30th September 2021.
- 2.3 The Grant shall not be used for any other purpose without the prior written agreement of the Funder.
- 2.4 The Recipient shall ensure that all use of the Grant is in accordance with the Fund guidance and any other guidelines or policies that the Funder may specify to the Recipient as being relevant to the Project.

3. The Grant payment

- 3.1 The Grant shall be paid by the Funder to the Recipient in one single instalment within 21 calendar days of signature of this Agreement.

4. Reduction, withdrawal and repayment of the Grant

- 4.1 The Funder may withdraw or reduce, or require the Recipient to repay all, or any proportion of, the Grant on any of the following grounds:
- (a) The Recipient fails to comply with the terms of this Agreement or any applicable legal requirements and the non-compliance is not remedied within a reasonable period or is not capable of remedy;
 - (b) The Funder has reasonable grounds to consider that the Recipient has used the Grant other than in accordance with the terms of this Agreement;
 - (c) The Funder has reasonable grounds to consider that the information and evidence provided by the Recipient in relation to the Project or the Grant has not been complete and accurate or supplied honestly and in good faith;
 - (d) There has been a change to the Recipient's circumstances which the Funder reasonably considers makes (or would have made) a material difference to the Recipient's eligibility for the Grant or the conditions on which it is appropriate to award the Grant; or
 - (e) There is a risk or a genuine belief that there is a risk that reputational damage to the Funder will occur as a result of this Agreement continuing.
- 4.2 The Recipient acknowledges that in setting up and operating the Fund, the Funder is seeking to maximise the benefit for community environment projects throughout the Liverpool City Region. The Recipient will therefore notify the Funder if it obtains or becomes aware of funding which is readily available to it that means it no longer requires the Grant or any part of it to deliver the Project.
- 4.3 Should the Funder require the Recipient to repay all or any proportion of the Grant, it will notify the Recipient in writing. The Recipient must make that repayment within 21 calendar days of the date of that notice or by any later deadline agreed by the Funder in writing.

5. Project Monitoring and Evaluation

- 5.1 The Recipient will be required to co-operate with the provision of information and evidence to support the monitoring and evaluation of the delivery of the Project against outputs and outcomes agreed by the Funder, including participation on a telephone, web or face to face interview to review the impact of the Grant and the Project for the Recipient.

5.2 Within 28 days of completion of the Project, the Recipient shall provide the Funder with:

- (a) an end of Project case study (in such form as may reasonably be required by the Funder) setting out the following:
 - (i) “Before and after” high resolution photographs showing the impact of the Project;
 - (ii) The outputs and outcomes achieved by the Project and any wider social or economic benefits identified; and
 - (iii) How the Recipient will continue to utilise and build on the Project’s outputs and outcomes;
- (b) copies of receipts, invoices or other documents evidencing how the Grant has been spent by the Recipient.

6. Accounts and records

The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant. The Funder shall have the right to review, at the Funder's reasonable request, the Recipient's records that relate to the expenditure of the Grant.

7. Variation

7.1 Any variation to the terms of this Agreement shall be agreed in writing between the Parties.

8. Publicity

8.1 The Recipient shall acknowledge the support of the Funder in any materials that refer to the Project. In using the Funder's name and/or logo, the Recipient shall comply with all reasonable branding guidelines issued by the Funder from time to time. The Recipient shall supply the Funder with copies of any press releases or other publicity for the Project.

8.2 The Recipient agrees in so far as reasonably practicable to participate in and co-operate with promotional activities relating to the Project that may be instigated and/or organised by the Funder including participation in implementation of the Funder’s communications and publicity activities.

9. Equality and Diversity

19.1 The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment or otherwise.

10. Bribery Act 2010

10.1 The Recipient shall conduct its business in compliance with applicable anti-corruption laws and shall not, directly or indirectly, use the Grant for any purpose that would breach the Bribery Act 2010.

11. Law

11.1 This Agreement shall be governed by and construed in accordance with the law of England.

12. Entire Agreement

12.1 This Agreement constitutes the entire agreement between the Parties, and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

Community Environment Fund Grant Agreement

Final Audit Report

2021-03-01

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