



P14-Terms and Conditions KMBRC Small Grants Scheme.

Last updated 21/02/17

Introduction.

Kent and Medway Biological Records Centre offers small grants to help support local projects and we welcome applications from Kent based groups and individuals who are able to demonstrate a clear plan for their work and definable outcomes in terms of potential for increased collection of biological data along with willingness to ensure that any data gathered as part of the project will ultimately be made available to KMBRC for incorporation into our main database.

Eligibility.

Applications will only be accepted from local, Kent based individuals and organisations for projects and activities that can demonstrate clear benefit in terms of their potential to increase the flow of biological data to KMBRC. For example, this might include projects that wish to undertake new survey work, improve access to existing data that is not currently available to KMBRC or maybe through habitat creation work that aims to improve an area for wildlife benefit. If you are not sure whether your proposed project is eligible you can contact us at any time for additional help and advice.

Terms and Conditions of Awards:

1. A single maximum payment is allowed of up to £500 per project. (Larger sums of money will only be considered in exceptional circumstances).
2. All grants are one-off payments however the directors may wish to commit to funding for more than one year if required.
3. The recipient of the grant must acknowledge the Record Centre support for the project in any publication or presentation.
4. Any records generated with the assistance of the grant must be passed to the Record Centre within 3 months of the end of the project.
5. The applicant must provide a copy of all purchase receipts and expenses claims (up to the value of the award) to the Record Centre for review.
6. All expenditure should be fully justified with a clear outline of cost and source of any purchased items.

Items specifically excluded from grant funding include:

- Costs for any individual's time, whether that is for training, or any other purpose.
- Travel, including fuel costs, vehicle hire/purchase or public transport fares.
- Purchase of fuel to power generators or other motorised equipment of any sort, for example chainsaws.
- Any footwear and clothing, including personal protective equipment are also excluded from any grant funding from KMBRC. This includes items such as eye protection, ear defenders, safety hats/harnesses and hi-visibility clothing.

Grantees are required to report back to the KMBRC no later than one year subsequent to receipt of the grant payment.

The signed and completed contract application form will, for the duration of the project, act as a contract between the Grantee and the Record Centre.