



Inner Forth Landscape Initiative Management & Maintenance Fund

Requirements for funding recipients in 21/22 financial year (updated May 2021)

As an Inner Forth Landscape Initiative Management & Maintenance Fund recipient you will need to fulfil the following four requirements. If you have any queries about this please contact Kate Fuller, Inner Forth Futures Project Manager, info@innerforthlandscape.co.uk or 07860 592 061. *As the IFF office is closed at this time, contact with the IFF team is via email or mobile phone. The office landline is not being answered.*

1. Spending your grant

Please ensure that all spend is completed and invoiced by TBC 14 March 2022 at the latest, and ideally by the start of March 2022. When your final spend is known please contact us to let us know what it is and ask us to draw up a Purchase Order for you. If you need advance payment do contact us to discuss this. Please note that the costs you present to us should be NET costs plus irrecoverable VAT¹ only.

You'll need to provide copies of invoices and/or receipts to evidence your spend. This can be photos, scans or emails. Once you receive a Purchase Order you can invoice for the spend incurred, quoting the purchase order number. Please email your invoice as described on the Purchase Order.

Here is a link to the RSPB's terms and conditions, which you may also find useful:

<https://www.rspb.org.uk/about-the-rspb/about-us/how-the-rspb-is-run/supplier-terms-and-conditions/>

Please follow best practice when you are procuring goods or services. If your organisation has its own procurement policy, we are happy for you to follow that. If not: for items over £500 we recommend that you obtain three or more written quotes; for items over £5,000 it is mandatory to obtain three or more written quotes (unless you are using an Invitation to Tender).

2. Acknowledging your grant

Please acknowledge support of Inner Forth Futures on any promotional materials using the IFF logo (shown at the top of this page and available from the IFF Team).

Please make sure you never stretch, change, redraw or colour the logo, or use it at smaller sizes than suggested below:



Minimum size 1 x 1cm (for use on business cards etc)

3. Promoting your project

Please give Inner Forth Futures an opportunity to help promote any funded activities that are open to the general public via the IFF events calendar, social media and e-newsletter by providing details of events once

¹ Irrecoverable VAT only applies to applicants whose organisations can claim back VAT.

they are known eg location, date, time, description, booking details. We prefer that you do this by email, but you can also tag us on social media when you share any details about the project:

Twitter [@innerforth](#)

Facebook <https://www.facebook.com/innerforthlandscape/>

4. Reporting your project

Please provide Inner Forth Futures with a short summary report no later than eight weeks after the project(s) is/are completed, and preferably when you submit your invoice. We advise that this is no longer than one side of A4. It should refer to the project activity and outputs achieved as described in your application form, and include photo(s) to illustrate the activity as appropriate. We will share the report on the Inner Forth Futures website so ask that you have obtained prior permissions from any individuals within photographs who are identifiable.

Your report, or the email accompanying your report, should also include:

- a. an overview of the volunteer and/or in-kind hours achieved and how many individuals under each category participated.
- b. A summary of any cash match funding that was secured for the project (total value and funder name).

Examples of previous reports and other information about the Fund are available on our website at <https://www.innerforthlandscape.co.uk/about/ifli-legacy>

Thank you in advance for your co-operation – it will help us to pay you promptly and ensure that the good work you do can be shared and appreciated.

The IFF Team

Additional Information

The Inner Forth Futures partnership is led by RSPB Scotland and includes Green Action Trust, Clackmannanshire Council, Falkirk Council, Fife Council, Historic Environment Scotland, NatureScot, Stirling Council and Sustrans. RSPB Scotland administer the IFLI Management & Maintenance Fund on behalf of the Inner Forth Futures Partnership. Find out more about our work online at www.innerforthlandscape.co.uk

The Inner Forth Landscape Initiative Management & Maintenance Fund is administered by RSPB Scotland on behalf of the Inner Forth Futures partnership. The IFF partnership Project Manager can be contacted by emailing info@innerforthlandscape.co.uk or calling 07860 592 061.

Any of your personal data collected by the Inner Forth Futures Partnership will only be used by the Royal Society for the Protection of Birds (as lead Partner of Inner Forth Futures) to inform you about the work of Inner Forth Futures and future community events and for no other purpose. To be removed from our contacts list please write to info@innerforthlandscape.co.uk with UNSUBSCRIBE in the title of the email. For more information about your data protection rights, please see RSPB's Privacy Policy available at www.rspb.org.uk/help/privacy-policy