

Project Monitoring Requirements (2) Asset Monitoring Following Project Completion

Introduction

Where GrantScape awards grants under the Landfill Communities Fund, a member of our Grants team will arrange to meet each recipient and visit their project as close to its completion as possible. This enables us to view the completed project to confirm that the milestones set out in the grant offer letter have been fully satisfied. It also enables us to take photos for our records.

In addition, where a grant has been used to fund assets, there are additional asset monitoring requirements that we stipulate, as detailed in points 1 to 5 below. Such assets include:

- moveable assets, such as equipment for a children's play area, benches, skate-ramps, tools and machinery; or
- the building of new structures, such as community halls; or
- extensions to existing structures; or
- the acquisition of land

To help GrantScape meet the additional Landfill Communities Fund asset monitoring requirements, we will email or write annually to grant recipients whose projects are affected, asking them to complete and return a simple standard declaration.

If a grant recipient is unable to sign the declaration for any reason, we ask them to contact us to discuss the position.

Asset Monitoring Requirements

The additional asset monitoring requirements for Landfill Communities Fund grants are as follows:

1. Moveable Assets valued at £2,000 - £10,000

Where we have helped to fund the purchase of a moveable asset, or assets, valued at between £2,000 and £10,000 (individual items):

- We will request a standard written confirmation from the grant recipient, on or around the first and second anniversaries of their project's completion, that the asset(s) remain in use in keeping with the project's purpose, as detailed in the grant offer letter. This will include confirmation that:
 - Maintenance of the asset(s) has been undertaken as necessary;
 - Appropriate insurance arrangements are in place; and
 - Public access is available on a minimum of 4 evenings or 2 days per week, or 104 days per year.
- We will arrange to visit the project for a final time on or around the third anniversary of its completion.

2. Moveable Assets valued at £10,001 - £50,000

Where we have helped to fund the purchase of a moveable asset, or assets, valued at £10,001 - £50,000 (individual items):

- We will request a standard written confirmation from the grant recipient, on or around the first to the fifth anniversaries of their project's completion, that the asset(s) remain

in use in keeping with the project's purpose, as detailed in the grant offer letter. This will include confirmation of the three items in 1 above.

- We will arrange to visit the project on or around the fifth anniversary of its completion.

3. Moveable Assets valued at more than £50,000

Where we have helped to fund the purchase of a moveable asset, or assets, valued at more than £50,000 (individual items):

- We will request a standard written confirmation from the grant recipient, on each anniversary of their project's completion for a ten-year period, that the asset(s) remain in use in keeping with the project's purpose, as detailed in the grant offer letter. This will include confirmation of the three items in 1 above.
- We will arrange to visit the project on or around the fifth and tenth anniversaries of its completion.

4. Fixed Assets (Buildings)

Where we have helped to fund projects resulting in the creation of new structures or extensions to existing ones:

- We will request a standard written confirmation from the grant recipient, on each anniversary of their project's completion for a ten-year period, that the asset(s) remain in use in keeping with the project's purpose, as detailed in the grant offer letter. This will include confirmation of the three items in 1 above.
- We will arrange to visit the project approximately every three years over this ten-year period.

5. Fixed Assets (Land Purchases)

Where we have helped to fund projects involving the acquisition of land:

- We will request a standard written confirmation from the grant recipient, on each anniversary of their project's completion for a ten-year period, that the land acquired remains in use in keeping with the project's purpose, as detailed in the grant offer letter.
- We will arrange to visit the project approximately every three years over this ten-year period.