



TERMS OF REFERENCE

Commissioned by: Norfolk Rivers Trust (on behalf of the Riverscape East Anglia partnership)
Unit 15, Bayfield Brecks, Holt NR25 7DZ

NRT contact: Tim Fisher, Engagement Manager, Norfolk Rivers Trust

WWF contact: Jane Crabb, UK Landscapes Project Manager, 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 Norfolk Rivers Trust, the payment process will begin with immediate effect. If there are any inaccuracies in the information provided on this document, please inform NRT or 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”.

2. Riverscape East Anglia project overview

WWF-UK, Norfolk Rivers Trust and Aviva share a vision to drive forward investment in nature-based solutions (NbS) to address the human challenges associated with the loss of nature, a changing climate and compromised ecosystems. In order to keep to a 1.5 °C we agree that protecting, sustainably managing, and restoring natural or modified ecosystems to address societal challenges effectively and adaptively, will simultaneously provide human well-being and biodiversity benefits and will play a critical role over the coming decades.

The Riverscape East Anglia partnership is an NbS project, funded by Aviva and delivered by NRT aimed at installing Natural Flood Management (NFM) interventions. With the increasing risk that climate change poses, East Anglia is experiencing higher-magnitude flood events; and is prone to winter flooding and drought conditions during the summer. Being rich in agricultural ground and with food production dominating much of the landscape, this has led to increased pressure on the land, marine, and freshwater systems.

Working together with local communities, our aim is to promote the physical, environmental, social, and economic benefits of NbS leading to more resilient climate-ready communities.

As part of the wider community engagement programme, Riverscape East Anglia is supporting groups who experience barriers to accessing Norfolk's rivers and countryside during 2024. The Aviva Access to Nature Fund has been created to help break down barriers that are preventing a more diverse range of people from accessing nature.

The Aviva Access to Nature Fund can provide funding 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

3. Recipient information

Name and contact information:

Group name	
Lead contact name	
Address	
Postcode	

Account details:

Bank	
Account Name	
Account Number	
Sort Code	

4. Funding and payment information

Norfolk Rivers Trust 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 NRT. The recipient group will receive the agreed funds via bank transfer. Please note, NRT have 30-day payment terms following receipt of an invoice.

Successful applicants shall submit to Norfolk Rivers Trust evidence of actual eligible expenditure incurred e.g. copies of receipts/invoices.

5. 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 Riverscape East Anglia and or the Aviva Access to Nature Fund in all public communications using the following wording: *"This project is funded by the Aviva Access to nature Fund"*. **The Content must be signed off by Norfolk Rivers Trust prior to sharing publicly.**
- Provide a brief overview of how the project progressed by 31 July 2024, including completion of the evaluation survey and results, impacts and appropriate content you are comfortable and able to share (images, videos, testimonials) using Appendix II: Evaluation Survey / Reporting Template.
- Obtain consent from any individuals featured in content for the purpose of sharing of that content with NRT and WWF-UK and its subsequent use by WWF-UK and the Riverscape East Anglia 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 agreed values of 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	
NRT contact Signature	
NRT contact printed name and role	Signed on behalf of NRT

APPENDIX I: PROJECT PLAN

The Aviva Access to Nature Fund is aimed at community groups who experience barriers to accessing the countryside. A simple application process, overseen by a panel of access and diversity experts, will release numerous small grants for groups wanting to visit Norfolk but who currently have difficulty doing so. It may fund transport, wet weather clothing, suitable footwear, accessibility aids, guides who can speak other languages or British Sign Language – whatever it is that prevents many people from currently accessing nature. Most importantly, the fund will not dictate what those barriers are – those applying will.

Activities can include:

- Equipment, materials and clothing
- Guide leaders
- One-off events/room-bookings – for example: guided river walks and tours of nature recovery sites in Norfolk.
- Staff/consultant costs related to the project
- Training costs
- Transport
- Entrance fees/parking costs
- Accommodation
- Volunteer expenses

The deadline for applications is midnight on Sunday 3 March 2024

Successful applicants will be notified that they have been awarded funding by email on or before Friday 29 March 2024. Information will include next steps, additional documentation required and payment process. Unsuccessful applicants will be notified that they have not been awarded funding by email on or before Friday 5 April 2024.

Successful applicants can expect their money to be received by early May 2024.

Project spend/visits can start in late April 2024. Budget must be spent/visits undertaken by 31 July 2024.

An important element of this fund is understanding what the barriers are to accessing the countryside and what practical steps can be taken to support a more diverse range of people to enjoy nature going forward and to ultimately support policy change. Our aim is it will enable new audiences to visit and experience the value of nature to wellbeing and also to wider society. A social-monitoring plan will sensitively capture these stories and ensure people's needs are fed into any future phases and advocacy plans, with their lived experiences directly shaping elements.

As part of the Access to Nature Fund, and to ensure our own biases don't dictate who is eligible, we will be recruiting a panel of experts who understand the lived experiences of those facing a range of barriers to accessing the countryside. The panel will use their time and expertise to help shape the access fund and application mechanism and will shortlist successful applicants. Following this they will be asked to advise on how the second phase of the project can better accommodate the needs of a wide range of visitors to Norfolk.

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 (£)
<i>e.g. Transport</i>	<i>Train tickets Norwich - Holt return x 15</i>	<i>£300</i>
	TOTAL SPEND	
	TOTAL GRANT	
	TOTAL REMAINING	