

Appendix A

Grant Notification Letter

Date: 8th July 2025

Our Ref: HZ-24-00311

Stephen Leonard
Belfast City Council
Belfast City Hall
Belfast
BT1 5GS

and

Peter McEvoy
Ulster Wildlife
10 Heron Road
Belfast
County Antrim
BT3 9LE

Dear Stephen Leonard and Peter McEvoy

#NTC Belfast: Breaking through Barriers to Connect People and Nature

Congratulations! Your Application has been assessed, and I am pleased to confirm that we are offering you a Delivery Grant of up to £850,514. This is 92% of the total approved Project cost of £924,418, which is to be used towards the Delivery Phase of the above Project, the details of which are set out in the Approved Purposes included in this letter.

Although the Application was submitted in the name of **Belfast City Council** we have awarded the Grant to you jointly. Ulster Wildlife Trust needs to confirm, by signing the Permission to Start Form, that they have received the Application and all supporting documents and agree to be bound by the Grant Contract as if they had been named as an original applicant.

The percentage above is your Grant Percentage. As your Approved Project Costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the Project. We describe this as the Payment Percentage and for your Project this will be 100%. More information on this can be found in the Receiving a Grant guidance.

Your Grant Contract details

Your Delivery Grant Contract is made up of:

- this Grant Notification Letter
- the Standard Terms of Grant
- any Additional Grant Conditions
- the signed Permission to Start Form

Project Reference Number: HZ-24-00311

Grant Amount Awarded: £850,514

Grant to be paid to:

Belfast City Council of Belfast City Hall, Belfast, BT1 5GS

Grant awarded jointly to:

Ulster Wildlife Trust, of 10 Heron Road, Belfast, County Antrim, BT3 9LE

Registered Charity No. 101848

Company No. NI012711

Your Project

What your project will do

The Approved Purposes which are set out below summarise your Project as you described it in your Application. The Approved Usage, if applicable, summarises how the heritage property or asset we have funded will be used following completion of the Approved Purposes as set out in your Application. We have agreed to support your Project according to the Approved Purposes, and we will use them to monitor your Project and track how you are progressing. The Approved Usage of any heritage asset will apply after your Project Completion Date.

Approved Purposes

- Belfast City Council, in partnership with Ulster Wildlife and other key stakeholders, will develop a shared, co-designed vision and associated set of plans and mechanisms for nature's recovery for the city of Belfast and key surrounding areas, including Lagan Valley Regional Park and the Belfast Hills. The project will build on existing initiatives, such as the Future of Northern Ireland's Urban Green Spaces' report, work undertaken on Nature Recovery Networks (NRNS) and Belfast 2024. Key stakeholders include Maritime Mile, Belfast Health and Social Care Trust, Education Authority and Department for Infrastructure.
- The Project has four key elements:

1. The current evidence base will be strengthened through evaluating existing datasets, identifying gaps and shortfalls. An online GIS/mapping platform will spatially map all existing and proposed nature and climate projects, using the ArcGIS package. Work on Biodiversity Net Gain readiness will also be commissioned.
 2. Across existing green and blue spaces, paths towards alternative management practices will be explored to enhance existing parks and open spaces, moving from a horticultural focus to a nature and climate emphasis, including for the Pitches Strategy and playground refurbishment.
 3. Opportunities will be explored to 'green the grey' within the built environment, focussing on areas of need under the Belfast Equal Justice Initiative. This will be achieved by implementing the use of Nature-based Solutions, such as Sustainable Urban Drainage Systems to design proposals to better connect nature and people. A best practice guidance document with recommendations for opportunities across Belfast will be produced.
 4. The project will evaluate corporate investment opportunities and bolster volunteer sustainability and capacity building through evaluating need, developing training and related upskilling opportunities to enhance organisational sustainability.
- Three new staff will be appointed for up to 3 years each - a f/t Project Manager, a f/t Conservation/Evidence Officer and a p/t Community Engagement Officer.
 - A project steering group will be established, comprising staff from each of the partners who have appropriate expertise and representatives from Belfast City Council (BCC), Ulster Wildlife, Belfast Hills Partnership, Lagan Valley Regional Park and National Trust. It will develop Terms of Reference and report to BCC Strategic Departmental Management Team with major updates brought to BCC People and Communities Committee.
 - Acknowledge funding using Nature Towns and Cities branding in all printed media, website and social media output, and in all formats. [Nature Towns and Cities grant acknowledgement requirements | The National Lottery Heritage Fund](#).
 - Attendance and participation in regular online network events and cohort learning sessions, to contribute to cohort working and to attend in-person visits to learn from other projects. This is anticipated to be a day a month for the duration of your project.

Approved Usage

Approved Usage is not applicable for your Project.

What the money is for

The attached Appendix 1 sets out the Approved Project Costs to which The National Lottery Heritage Fund has agreed to contribute, along with any partnership funding you are receiving. If

you spend less on your Project than the Approved Project Costs, we will reduce the final Grant payment. The amount we reduce the final payment by will be in proportion to our Grant contribution.

When we pay the Grant

We will agree a timetable for grant payment requests at your Delivery Phase start-up meeting. We will pay you the Grant subject to you complying with:

- the Standard Terms of Grant set out in Appendix 2
- the Additional Grant Conditions set out below
- the conditions and requirements set out in the Receiving a Grant guidance

Additional Grant Conditions

In addition to our Standard Terms of Grant you must observe the following Additional Grant Conditions during of the Delivery Phase of your Project:

1. You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if you bring the Nature Towns and Cities programme, or any of the Nature Towns and Cities partners into disrepute

2. Local Authority Grantee

a. Within 28 days of the date of the Grant Notification Letter, you must send us a certified copy (signed to confirm it is a true copy) of the document recording your decision (or the decision of the relevant properly constituted committee, executive or authorised officer) authorising you to accept the Terms of Grant, together with a statement containing the information set out below.

The statement must include the following information:

i. the power (statutory or otherwise) you have and which you have used to accept the Terms of Grant;

ii. an extract of that part of your policy framework under which you have accepted the terms of grant;

iii. the executive arrangements under which your decision to accept the Terms of Grant was made;

iv. the considerations that you took into account in using the powers and the procedure under which any consultation took place and the decision was made;

v. the authority under which the Declaration forming part of the Application has been signed on your behalf.

b. You must (if we think it is necessary) confirm your decision in whatever way we direct. Within seven days of confirming, you must send us evidence of this.

c. We may withdraw the Grant (after considering the matters referred to above) if we are not satisfied that the Terms of Grant are valid and binding on you.

d. Within 21 days of sending us the document and information needed under paragraph 1.1 (or evidence of the confirmation of the decision in line with paragraph 1.2), we may ask that you get the written opinion of a barrister, in a form satisfactory to us, asking for his or her opinion on whether:

i. the powers you are relying on in accepting the Terms of Grant do allow you to enter into these arrangements;

ii. you have followed correctly all procedural requirements in using those powers and have acted in a reasonable and proper way; and

iii. you have taken account of only, and all, relevant considerations in using those powers.

You must send us the barrister's opinion and make sure that it is addressed to us as well as to you. You must also make sure that the barrister confirms we may rely on his or her opinion for our own purposes.

e. You acknowledge that neither any documents or information that you send us, nor the fact that we may then have paid you part of the Grant, will affect our right to rely on the promise in paragraph f below.

f. You promise that:

i. you have the authority to accept the Terms of Grant;

ii. in using that authority you have acted in good faith, in a reasonable and proper way, for a proper purpose, without

breaking any procedural requirement and in considering only (and all) relevant considerations; and;

iii. your decision to accept the Terms of Grant is one that any reasonable local authority (applying the laws that are relevant to it) could have reached.

Subsidy Control

As a public body we are responsible for complying with the Subsidy Control Act 2022. If we have confirmed that we consider your Delivery Grant to be a Subsidy you agree to comply with paragraph 16 of the Standard Terms of Grant.

Grant Expiry Date

You must complete the Approved Purposes of your Delivery Phase and submit your Completion Report and Final Payment Request and Evaluation Report by 31st July 2028.

Term of the Grant Contract

The Standard Terms of Grant and the Additional Grant Conditions will last for the duration of your Project.

Documents defining the Project

The following documents define the Project for which the Grant is offered:

- this Grant Notification Letter
- your Application dated 14th April 2025
- documents submitted by you in support of your Application including all correspondence we have sent you and all correspondence we have received from you

Withdrawal of the Grant

We may withdraw the Grant if:

- you have already started work on the Delivery Phase of your Project before we have given you Permission to Start
- you do not start work on your Project within six months of the date of this letter

Your Delivery Phase Project

You will need to develop and deliver your Project in line with the proposals set out in your Application. We will contact you shortly to arrange a start-up meeting for your Delivery Phase, where we will agree a timetable for project updates and grant payment requests. More information on this can be found in the Receiving a Grant guidance.

What you need to do next

You should now read the:

- [Nature Towns and Cities Receiving a Grant guidance on our website - Receiving your grant: Nature Towns and Cities £250,000 to £1million](#)
- Appendix 2: [Standard Terms of Grant](#)

You are required to:

- obtain our Permission to Start the Project
- submit Progress Reports at intervals agreed at Permission to Start
- provide a Completion Report and Final Payment Request and an Evaluation Report when you have finished your Project
- procure goods, works and services in accordance with the Receiving a Grant guidance

Obtaining Permission to Start your Project

We will only give you our Permission to Start when the pre-conditions set out in this Grant Notification Letter have been satisfied. You will need to complete and submit the Permission to Start within six months of the date of this letter. You will shortly receive an email asking you to sign into your online account and provide information we need to allow you to start your Project.

You will also be required to provide details of two legal signatories, one each for Belfast City Council and Ulster Wildlife. Please also note:

- More information will be provided on the Nature Towns and Cities cohort working and a Programme-wide Evaluation at an introduction event in August 2025, to which you should refer before planning your own project evaluation.
- Nature Towns and Cities has its own **acknowledgement guidelines** to which you should refer on our website: [Nature Towns and Cities grant acknowledgement requirements | The National Lottery Heritage Fund](#).

For us to pay your Grant by bank transfer (BACS), we need to see a copy of a recent bank statement (from within the last three months), or a cheque or paying-in slip for the relevant account, showing the bank's name and address. We will ask for this when you provide your bank details at the next stage. We will let you know when and how to do this.

We wish you every success with your Project. Please contact Angela Lavin if you have any queries after reading this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Angela Lavin', with a stylized flourish at the end.

Angela Lavin

Senior Investment Manager (NI)

Appendix 1: Approved Project Costs

A. Delivery Phase costs

Capital costs

Cost Heading	Description	Cost	Vat	Total
Digital outputs	Mapping platform/GIS licenses	£1,406	£281	£1,687
Professional fees (capital)	Commissioned pieces of work (x4)	£166,667	£33,333	£200,000
Total Costs		£168,073	£33,614	£201,687

Activity costs

Cost Heading	Description	Cost	Vat	Total
New staff	Staff salaries, PPE, Phones,	£428,023	£348	£428,371
Training for staff	Annual training budget for 2.5 staff	£2,625	£525	£3,150
Travel and expenses for staff	Staff mileage and study visits	£13,750	£2,750	£16,500
Event Costs	Annual get-togethers, celebration conference, training events, study visits, consultation workshops	£122,083	£24,417	£146,500

Equipment and materials (activity)	Training and survey materials	£10,000	£2,000	£12,000
Total Costs		£576,481	£30,040	£606,521

Other costs

Cost Heading	Description	Cost	Vat	Total
Recruitment	Advertisement of roles	£450	£50	£500
Publicity and promotion	Publicity, including production of case study videos	£5,833	£1,167	£7,000
Evaluation	External independent project evaluation	£18,771	£3,754	£22,525
Contingency	3% contingency	£10,234	£2,047	£12,281
Non-cash contributions	In kind staff time	£73,904	£0	£73,904
Total Costs		£109,192	£7,018	£116,210

B. Delivery Phase income

Income Heading	Description	Secured	Total (£)
Non cash contributions	In kind staff time from UW and BCC	No	£73,904
Grant			£850,514
Total Income			£924,418

