

## **Forest of Bowland AONB - Pendle Hill landscape partnership**

### **Roles and Responsibilities of a Project Delivery Partner**

**Development Stage** (ends August 2017) – in conjunction with the LP Development officer/AONB team

- Identify project sites (if relevant) and obtain necessary permissions from landowners and any statutory agencies
- Prepare a full project delivery plan (see template) which will detail:
  - i. Aims and objectives, including links to programme aims and HLF outcomes
  - ii. Project activity, including a detailed timetable and outputs to be delivered
  - iii. Detailed budget and cashflow
  - iv. Groups, organisations, experts, and partners involved
  - v. Target audiences and planned community engagement activity
  - vi. Any staff, volunteers or contracts to be managed
  - vii. Interpretation outputs
  - viii. Sources of match funds
  - ix. Potential for legacy activity
- Consult with relevant partners to ensure the project is acceptable and deliver-able and does not conflict with other plans or activity
- Secure match funding or Gifts in Kind if possible/required

**Delivery Stage** (April 2018 – March 2022)

- Sign a grant agreement with the Accountable Body detailing the HLF and match funding devolved to the project, together with the agreed project milestones, reports, claims, outputs and outcomes to be met by specified dates
- Deliver the project!
- Manage your project budget as set up according to the grant agreement, keep detailed financial records and generate quarterly claims to the LP team
- Liaise with your nominated LP project officer
- Liaise with the LP team over the production of any interpretation outputs (eg press releases, digital and printed resources)
- Draw up, let and manage any contracts as agreed and required, according to your own organisational and the LPS Procurement Policy
- Recruit, appoint and manage any staff and/or volunteers as agreed and required for delivery
- Attend regular LP programme management group meetings (including any required training)
- Keep detailed project monitoring records as required, and complete the necessary reports for the LP team on time

