

#### Introduction

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#### Resources

#### Looking for something specific?

About the grant programme | About the grant | Eligibility | About the application process | Using the grant portal | Preparing your application | Reporting

#### Reporting

What monitoring and reporting should I do

Where do I find and start completing the re

#### 7. Reporting on your grant

Complete?	Task	No
	Spend the grant by the deadline Monday 17	
	March 2025. The project work can carry on	
	after this date, but you must have all	
	receipts and invoices no later than this date	
	Find the reporting forms which will be in	
	the portal from April 2025:	
	- Go to	
	https://rhs.flexigrant.com/applications.asp	
	<u>X</u>	
	- Select the <b>Reporting</b> button	
	- Find the report in the table	



# Your required reporting

# "Annex G" - The Annual Certification of National Education Nature Park grant

- How much you spent in each category
- Sign off by your "auditor"

#### **Audit**

Upload your receipts and invoices

Top up grant Annual Certification of National Education Nature Park grant expenditure (Annex Gii) (Reporting)



Top up grant expenditure audit (Reporting)



# **Optional reporting**

#### "Top up grant grantee survey (Reporting)"

- Give us feedback
- Case studies

#### Name

Top up grant expenditure audit (Reporting)

Top up grant grantee survey (Reporting)

Top up grant Annual Certification of National Education Nature Park grant expenditure (Annex Gii) (Reporting)





### Eligible expenditure

- Capital spend only
- Expenditure should add biodiversity and enable engagement with the National Education Nature Park programme
- Grey to green habitat enhancements, including making improvements to year 1 grant project
- Creating or adding biodiversity to grasslands
- Creating or improving ponds
- 50% limit on labour costs





### **Category limits**



- Up to £2,000 on biodiversity interventions
  - Plants
  - Ponds
  - Planting material
  - Water holders and irrigation

 Up to £1,000 on fieldwork equipment and/ or gardening resources

 Up to 50 percent of your grant amount on specialist support such as contractors or biodiversity experts.

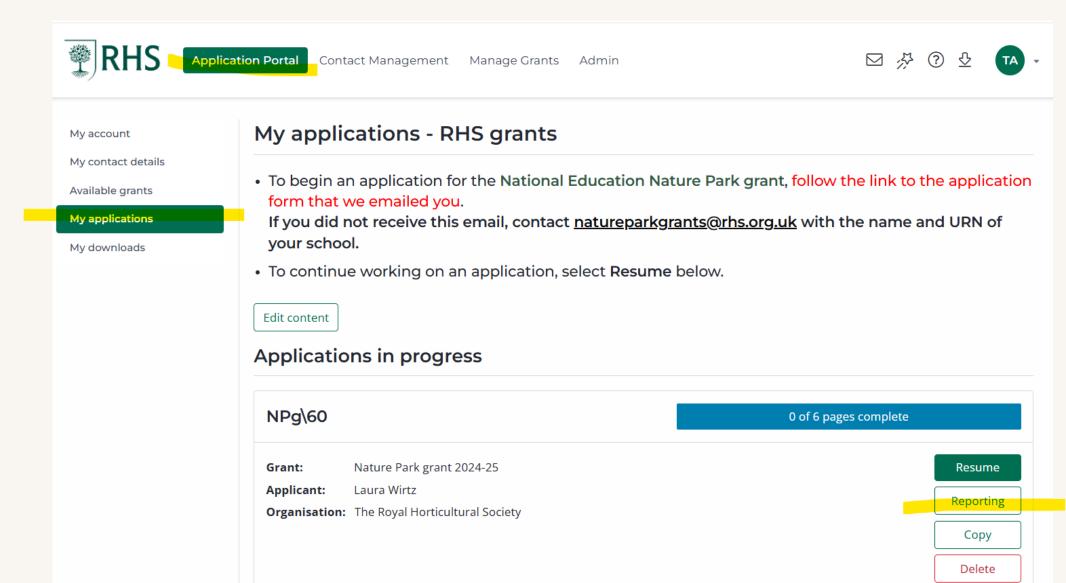
#### **Example eligible budget:**

- £550 on biodiversity items
- £200 on a toolshed
- £350 on tablets and camera traps
- £890 on labour for concrete removal

**Total: £1,990** 



# Your reports in the grant portal





## **Deadlines and next steps**

- Expenditure deadline 17 March
- Expenditure reports 22 April

Return underspend to us

Contact us with questions: <a href="mailto:natureparkgrants@rhs.org.uk">natureparkgrants@rhs.org.uk</a>







# The link for education settings to register to join <a href="https://www.educationnaturepark.org.uk">www.educationnaturepark.org.uk</a> Get in touch with the grants team

natureparkgrants@rhs.org.uk



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