



Dear

This letter is to confirm the grant funding offered by the the Improvement and Development Agency for Local Government, (IDEA) a company registered in England and Wales with company registration 3675577, whose registered office is at Smith Square, London, SW1P 3HZ To Emma Whittaker

South Kesteven District Council

Council Offices, The Picture House, St Catherines Road, Grantham NG31 6TT

(the Grant Recipient) and the terms and conditions attached to that funding (the Agreement).

The Planning Advisory Service (PAS), as part of the Improvement and Development Agency for Local Government, (IDEA) receives grant funding from the Office for Place, as part of the Ministry for Housing, Communities, and Local Government to support the formation of a programme of regional design and place shaping networks across the nine English regions. As part of this programme we are supporting a regional "Place Advocate" in each of the nine regions to lead their respective regional network. PAS and MHCLG will work with Place Advocates in each region, giving some direct financial support for the role and ongoing advice to set up and deliver a network in each region.

In pursuance of that purpose, IDEA has agreed to pay the Grant Recipient by way of grant the sum of £10,000 (the Grant).

Purpose of Grant

IDEA is awarding this Grant to the Grant Recipient for the purpose of supporting the continuation of a programme of regional design and place shaping networks across the nine English regions. As part of this programme we are supporting a regional "Place Advocate" in each of the nine regions to lead their respective regional network. PAS and MHCLG will work with Place Advocates in each region, giving some direct financial support for the role and ongoing advice to set up and deliver a network in each region.

The aim of the networks are to engage with local planning authorities across the country to raise awareness and support the implementing of best design practice, and sharing evidence and insights into what communities like and value and recognise how MHCLG and PAS can best support local authorities (the Project).

The Grant Recipient agrees to use the Grant only for the delivery of the Project and in accordance with the terms and conditions of Grant set out in this Agreement. The Grant must not be used for any other purpose without IDEa's prior written agreement.

Grant Payment

IDEa will pay the Grant to the Grant Recipient in one instalment of £10,000. The Grant Recipient agrees and accepts that payments of the Grant can only be made to the extent

that the IDeA has available funds. By accepting the Grant, the Grant Recipient is acknowledging and accepting the terms and conditions attached to the giving of the Grant.

1. Use of Grant

- 1.1. The Grant must only be used by the Grant Recipient for the Project and spent on the Project. Should any part of the Grant remain unspent, the Grant Recipient will return the unspent money to IDeA.
- 1.2. Any liabilities arising at the end of the Project including any redundancy liabilities for staff employed by the Grant Recipient to deliver the Project must be managed and paid for by the Grant Recipient. There will be no additional funding available from IDeA for this purpose.
- 1.3. The Grant Recipient must inform IDeA as soon as possible if it has any grounds for suspecting financial irregularity in the use of the Grant.

2. Accounts and records

- 2.1. The Grant should appear in the Grant Recipient accounts as a restricted fund and must not be included under general funds.
- 2.2. The Grant Recipient agrees to keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it and to keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant. IDeA will have the right to review, the accounts and records that relate to the expenditure of the Grant and the right to take copies of such accounts and records. the Grant Recipient will comply with and facilitate IDeA's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports, and annual returns.

3. Monitoring and reporting

- 3.1. The Grant Recipient will work closely with the Planning Advisory Service to monitor the delivery and success of the Project to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to and will provide **IDeA** with regular quarterly updates.
- 3.2. The Grant Recipient will share with [**IDeA/LGA**] on completion of the Project, information relating to if the Project has been successfully and properly completed.

4. Acknowledgment and publicity

- 4.1. Products funded by the Grant should clearly state that they have been provided as part of PAS Regional Place Advocates Programme which has been 'funded by UK Government'.

5. Intellectual Property Rights

- 5.1. The IDeA and the Grant Recipient agree that all rights, title, and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How, and any other Intellectual Property Rights whatsoever owned by either the IDeA or the

Grant Recipient before the Commencement Date or developed by either party during the Project, shall remain the property of that party.

- 5.2. Where the IDeA has provided the Grant Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo), the Grant Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by the IDeA.
- 5.3. The Grant Recipient will grant an unlimited, perpetual, royalty free, irrevocable, transferable, world-wide licence to the IDeA to use (the assets, toolkits, and frameworks the Grant Recipient develops) for sharing with the local government sector.
- 5.4. All IPRs which the Grant Recipient develops in accordance with this Agreement shall belong to it, or to its partners or licensors as agreed with them. The Grant Recipient shall at all times make them publicly available without restriction using an appropriate licence agreed with the IDeA (which may be, without limitation, the Open Government Licence, or an appropriate Creative Commons Licence). For the avoidance of doubt, the IDeA shall be able to use these outputs pursuant to that public licence.

6. Confidentiality

- 6.1. Subject to Freedom of Information referenced below, each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or know-how or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party or required by law.

7. Freedom of information

- 7.1. The Grant Recipient acknowledges that the IDeA is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs) and will provide IDeA with all necessary assistance to comply with its obligations under the FOIA and EIRs and agrees to inform the the IDeA of any FOIA/EIR requests it receives.

8. Data protection

Both parties will comply with all applicable requirements of and all their obligations under the Data Protection Legislation which may arise in connection with the Agreement.

9. Withholding, suspending and repayment of Grant

- 9.1. The IDeA's intention is that the Grant will be paid to the Grant Recipient in full. However, without prejudice to the IDeA's other rights and remedies, the IDeA may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:
 - a. the Grant Recipient uses the Grant for purposes other than those for which they have been awarded;

- b. the delivery of the Project does not start within 6 months of the Commencement Date and the Grant Recipient has failed to provide the IDeA with a reasonable explanation for the delay;
- c. the Grant Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.

10. Limitation of liability

10.1. The IDeA accepts no liability for any consequences, whether direct or indirect, that may come about from the Project, the use of the Grant or from withdrawal of the Grant. the Grant Recipient shall indemnify and hold harmless the IDeA, its employees, agents, officers, or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages, and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Grant Recipient in relation to the Project, the non-fulfilment of obligations of the Grant Recipient under this Agreement or its obligations to third parties.

10.2. The IDeA's liability under this Agreement is limited to the payment of the Grant.

11. Assignment

The Grant Recipient may not, without the prior written consent of the IDeA, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

12. No partnership or agency

This Agreement shall not create any partnership or joint venture between the IDeA and the Grant Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

13. Contracts (Rights of Third Parties) Act 1999

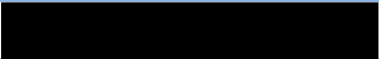
This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

14. Governing law

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English

Please signify your acceptance of this Grant offer and the Conditions of Grant by completing the Acceptance of Grant section below. Once signed please return the Agreement to the IDeA Principal contact set out below.

We look forward to hearing from you.

Signed by person authorised to sign on behalf of Improvement and Development Agency	
Signature	
Name (please print)	Stephen Barker
Position	Principal Consultant
Date	28 May 2026

Acceptance of Grant

We have read and understand all the Conditions of this offer and formally accept them on behalf of the Grant Recipient

Signed by a person authorised to sign on behalf of the Grant Recipient	
Date	15-Jun-26
Signature	
Name (please print)	Emma Whittaker
Name of organisation	South Kesteven District Council
Position in organisation	Assistant Director of Planning & Growth

Principal contacts	IDeA / PAS	The Grant Recipient
Contact name	Stephen Barker	Emma Whittaker
Position	Principal Consultant	Assistant Director of Planning & Growth
Telephone no.		
Email		
Address	18 Smith Square	Council Offices, The Picture House, St Catherines