

**Cairngorms National Park Authority  
Planning and Rural Development Directorate**

**Memorandum of Agreement between Cairngorms National Park Authority and the  
Marr Area Partnership 2015-2018**

**1. Scope**

This Memorandum of Agreement (MoA) establishes the relationship between the Marr Area Partnership (MAP) and the Cairngorms National Park Authority (CNPA).

**2. Background**

Community development and engagement is a key focus of CNPA and is one of the four aims of the National Park. MAP works across the Marr area of Aberdeenshire, delivering significant work on behalf of a number of partners. CNPA proposes to supplement and add value to this work within the Eastern Cairngorms (the area of Aberdeenshire within the National Park, as well as Eastern Perthshire and the Angus Glens, subject to prior agreement).

This MoA sets out the over-arching framework under which CNPA may offer a grant of £15,000 per annum for up to three years (2015/16 to 2017/18) to MAP in order to support delivery of key activities.

**3. Definition of Activities to be Delivered**

CNPA and MAP will agree a programme of work for each financial year to support delivery of the following activity:

- i. provide capacity building support to community organisations, in terms of governance, finance, and building partnerships;
- ii. undertake the organisation, facilitation, and administration of specific community consultation exercises, with the objective of ensuring that communities take ownership of, and are actively involved in the process;
- iii. provide a key local contact with the community, providing an ongoing community engagement and information sharing role and promoting understanding of the role of CNPA and its work;
- iv. facilitate the process of Community Action Planning (including reviews) in National Park communities and promote links with relevant strategies such as the National Park Partnership Plan, Cairngorms LEADER, Cairngorms Nature, and Active Cairngorms;
- v. support appropriate community organisations to become increasingly sustainable through income generation; and,
- vi. raise awareness of the Cairngorms National Park brand and brand values with community organisations and projects.

It is recognised by both parties to this agreement that the above activities are core to the existing objectives and operations of MAP. The grant offered by CNPA is therefore in support of MAP's typical operational activities and the delivery of these activities across the areas of the National Park specified at section 2 of this MoA.

#### **4. Finance**

This agreement is intended to last for three financial years and CNPA has allocated £15,000 per annum to it, subject to available annual budget. Should CNPA be unable to finance this agreement in either years 2 and /or 3, MAP will be advised as soon as practically possible. Should available budget be confirmed, then a grant offer letter shall be issued each year to detail key activities which CNPA will support and make a grant contribution towards. No assumption over receipt of funding covered by this MoA should be made by MAP until the grant letter relating to each year has been agreed and signed by both parties to this MoA.

Four payments will be made in each financial year, following receipt of an invoice or request letter from MAP. The first payment will be available for draw down from 1 April, following the signing and return of the attached grant offer letter. Thereafter payments will be available for draw down on 1 July, 1 October and 1 January in each financial year.

#### **5. Monitoring and Reporting**

Delivery of this agreement and associated Grant Offer will be subject to monitoring and reporting as outlined below.

- a) An identified member of staff from CNPA will meet with MAP staff on a regular basis (at least quarterly) to discuss progress, issues and ideas. In addition, CNPA will nominate a representative to attend MAP Board Meetings as an advisor.
- b) CNPA will undertake an annual monitoring visit, which will incorporate a review of activity, evidence of expenditure, and future plans.
- c) MAP will provide an annual report to CNPA outlining progress against the areas of work outlined in Section 3 and the Grant Offer by 31 May in each year for the duration of this agreement (subject to funding). This report will be used to update CNPA Board members and Management Team on the progress of the work. MAP may be requested to provide a short presentation to Board members to supplement the report.
- d) The Annual Report will include monitoring information, which will be used to inform CNPA monitoring reports. The information will focus on:
  - i. the number of groups or projects within the National Park actively supported by MAP;
  - ii. feedback from groups attending the Ward 15 Forum; and
  - iii. any other information that MAP feel is relevant or helpful.
- e) MAP will allow any authorised CNPA staff member to access financial or other records for the purpose of confirming the accuracy, validity, and completeness of information provided in relation to the grant.

#### **6. Terms of Agreement**

This agreement will commence on 1 April 2015 and will expire on 31 March 2018 subject to an annual review of budget availability.

Lee Haxton, Community Support Manager, is the CNPA's designated Manager responsible for oversight of delivery against this MoA. MAP will identify a key contact point within its organisation who will have responsibility for managing delivery and relationship with the Authority.

Any variation in terms of the MoA or grant offer should be agreed in writing between both parties and prior to commencement of any variation taking effect. Any notice of variation must be submitted no less than 28 calendar days prior to the proposed variation taking effect in order to allow for sufficient time for variation to be considered and responded to by the other party.

**Signed on Behalf of Cairngorms National Park Authority**

..... Date.....

Name:.....

Designation.....

**Signed on Behalf of Marr Area Partnership**

..... Date.....

Name:.....

Designation.....

