

**Group expertise exchange**

As part of the Nature Conservation Group Support project we are running an group expertise exchange scheme to spread knowledge across the Colne Valley Regional Park. The aim of the scheme is that different conservation groups will run walks or events for fellow groups to share their knowledge and help educate others. This could be in the form of a guided walk, nature survey or practical volunteer day amongst other ideas. A donation of £50 will be made to the group as a thank you for running a session. If you feel you have some knowledge to share and would like to run a session please fill in the form below or contact Adam Bolton on [adam.bolton@groundwork.org.uk](mailto:adam.bolton@groundwork.org.uk) to ask any questions. Also if your constituted group is already planning on running a session and you feel you may be eligible to receive a £50 donation then please contact us and we will let you know.

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| **APPLYING TO RUN AN** **EXPERTISE SESSION** | |
| Name of the nature conservation group and person(s) who is providing the expertise, including email/telephone number |  |
| Name of the nature conservation group and person(s) who will receive the expertise, including email/telephone number |  |
| Date and time of the session |  |
| Location of the session |  |
| Type of information that will be exchanged |  |
| Person or organisation, including address, to which payment should be made out. |  |

What classes as an group expertise exchange?

Expertise exchange is any sharing of knowledge by a conservation group or one of their members to another group. In order to qualify for a donation as part of this project the session must last at least 1 and a half hours.

Photos:

The organisation delivering the expertise is required to provide photo evidence of the session. These can either be attached electronically below or emailed across to Groundworks along with any relevant photo permissions.

**Insert photos here:**

Payment:

In order to approve payment for your session we will need to add you as a registered payee. In order to achieve this please include a headed letter with the following information: Bank details, web address (of conservation group), company or charity number, name and address of your groups chairman or treasurer.



Approval and invoicing:

Once we have approved your session you may raise an invoice and send it to Adam Bolton at Groundwork South via the following methods:

Email:

[adam.bolton@groundwork.org.uk](mailto:adam.bolton@groundwork.org.uk)

Via post:

Adam Bolton  
Colne Valley Park Visitor Centre  
Denham Country Park  
Denham Court Way  
Denham  
Buckinghamshire  
UB95PG