



LIVE HERE LOVE HERE

Small Grants Scheme 2019 Application Guidance Notes

Live Here Love Here is managed by Keep Northern Ireland Beautiful. If you have any queries in relation to the campaign please contact the team at Keep Northern Ireland Beautiful.

Thank you to all the partners who make the Small Grants Scheme possible



Keep Northern Ireland Beautiful

Phone: 028 9073 6920

Email: smallgrants@livehereandlovehere.org

Web: www.livehereandlovehere.org



Thank you for your interest in the Live Here Love Here Small Grants Scheme. You are strongly advised to read all the guidance notes before you complete any application.

The Live Here Love Here Small Grants Scheme forms part of a wider programme aimed at promoting civic pride within communities and improving environmental quality. The Small Grants Scheme is a partnership between Local Councils, Northern Ireland Housing Executive, McDonald's UK, Coca-Cola HBC and Keep Northern Ireland Beautiful.

This project has had a great impact on my mental health and physical wellbeing. It has been wonderful to get out in the garden and engage with nature, learn where our food comes from and the growing cycle of different plants and vegetables. I have found it a very calming and revitalising experience.' **Small Grants Scheme Recipient**

The Small Grants Scheme aims to enable and support volunteers to:

- Improve the quality of their local environment by reducing littering and dog fouling through effective and innovative means;
- Enhance the environmental management of a local area;
- Contribute to the development of civic pride within a community with a focus on environmental improvement.
- Improve the health and wellbeing of communities whilst helping to improve and/or maintain public spaces.

1. Eligibility

The Live Here Love Here Small Grants Scheme is open to:

- Volunteer, community groups and NGOs
- All schools and third level education organisations
- Youth groups and sports clubs
- Not for Profit Organisations
- Applications are particularly welcome from groups who have not previously received support through the Live Here Love Here Small Grants Scheme.

To be eligible groups:

- Should be embedded in their local community
- Primary aims and objectives focused on benefiting the community
- Should aim to reduce littering and dog fouling through effective and innovative means
- Who aim to create a positive legacy within their community.

Grants are available to volunteer groups across Northern Ireland. However, limited funding is available in Causeway Coast and Glens Council area.

Insurance

It is your responsibility to ensure that all of your activities, including all events, publications, etc. arising from this project are properly and fully insured for public, employee or any other liability. Keep Northern Ireland Beautiful does not have in place insurance or other arrangements to indemnify you, your employees or other volunteers in respect of any legal liability arising from any act or omission in the fulfilling of the work covered by this grant.

Landowner Permission

It is your responsibility to ensure that all permissions, consents, legal requirements, etc. are complied with before you commence your project.

Value of Grants Awarded

Grants will be awarded between **£500 and £5,000**. Higher levels of funding are only likely to be awarded to outstanding projects.

The judging panel reserves the right to change funding bandings if required. **Please note: The total grant amount distributed to projects within a participating Partner area will be in proportion to the funding contribution made by that Partner to the Small Grants Scheme.**

All projects should be scalable in proportion to the amount of funding allocated.

A group can make more than one application. Each application will be judged on its own merit.

There is no requirement for groups to obtain match funding for projects. Projects that deliver a high level of 'leverage' in the form of funding/expertise/volunteers are however strongly encouraged.

What type of projects will the scheme consider?

Proposed projects must engage volunteers and community groups to deliver **practical action** and must meet one or more of the following **objectives**:

- (a) Improve the quality of their local environment;
- (b) Reduce litter and/or dog fouling in their local environment through effective and innovative means;
- (c) Develop the environmental management of a local area;
- (d) Instil civic pride within a community provided the focus is on environmental improvement;
- (e) Relate to environmental improvement in coastal areas or inland waterways;
- (f) Improve the health and wellbeing of communities whilst helping to improve and/or maintain public spaces.

Applicants should note that they do not need to meet all the objectives but in their application they should strongly indicate those objectives that they do meet.

The Small Grants Scheme is open to all groups including those which have previously received grants through the scheme. Partnership working is **strongly** encouraged.

Workshops and/or training may be funded if it demonstrates that the project meets the Small Grants Scheme objectives and will benefit the wider community.

Projects will be assessed in the following areas: environmental outcomes; meeting objectives; project goals; project need; volunteer involvement; partnership working; long term impact; value for money and leverage.

All items purchased through the Small Grants Scheme must benefit all members of the community.

What the scheme won't fund

The primary focus of the Live Here Love Here Small Grants Scheme is to equip and support volunteers and community groups to deliver practical environmental action in their locality.

Some examples of items that the scheme will **not** fund:

- Translation
- Arts and crafts
- Murals
- Awareness-raising or communication projects (An element of communication, for example, a leaflet to promote a clean-up event, will be considered only if it is part of a wider project).
- Running costs for volunteer groups eg. Rent
- Salaries/Staff time
- Websites/Databases/Software
- Administration or project management fees
- Items of clothing

- Internal Projects – All projects must be external ie. Take place outdoors.

Site visits

During project delivery, Keep Northern Ireland Beautiful and/or other investing partners may contact participating groups to arrange site visits to monitor the progress of their project(s).

2. The Application Process

Completed applications must be submitted to Keep Northern Ireland Beautiful by 12 noon on Wednesday 29th May 2019. **Applications received after this deadline will not be considered**

Please complete your application online at www.livehereandlovehere.org

The online application is the preferred method for application. Only in exceptional circumstances can we accept applications via another format. If you cannot complete the online application please email: smallgrants@livehereandlovehere.org or call: 028 9073 6920.

You will receive an email confirming the receipt of your application and Keep Northern Ireland Beautiful will contact you directly when your application has been assessed.

All correspondence will take place via email – please ensure that only working/active email addresses are used to make the application.

Applicants will be notified no later than 30th June with the outcome of your application. If you have not received a response by this date then please contact smallgrants@livehereandlovehere.org.

The online application will auto-save as you complete the application.

When you submit your application it cannot be edited.

Additional documents will NOT be considered.

The judging panel's decision is final. There is no appeals process.

Due to the high volume of applications, we cannot provide feedback on individual applications.

Timescale for Live Here Love Here Small Grants Scheme:

Funder	Deadline
Applications Submitted by	12 noon on 29 th May 2019
Assessment completed and Letters of Offer sent	30 th June 2019
Projects Completed & Financial Claims Submitted	12 noon 13th January 2020

3. Claiming Your Grant

Partial payment of Grants will be available and funding will be released upon confirmation that elements of the project are complete and grant claim documents are submitted. **Groups should contact Keep Northern Ireland Beautiful if they expect to experience cash flow problems.**

All financial expenditure must take place and grant claims must be submitted to online by noon on **13th January 2020**.

Levels of Quotations

- No quotes are required for items under £300

- Two quotes for items £300 to £5,000

Receipts/invoices and proof of expenditure must be submitted with ALL claims for ALL items purchased (evidence of online quotes will be accepted).

Failure to comply may result in grant funding being withheld or withdrawn.

Information about the online claim process will be circulated to successful projects during July 2019.

All successful applicants will have the opportunity to claim 80% of funding upfront and the final 20% will be paid on receipt of a completed and satisfactory summary report. This will be assessed on a case by case basis and only where the relevant additional information has been supplied to Keep Northern Ireland Beautiful.

If you have any questions in connection with the grant contact Keep Northern Ireland Beautiful.

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