



**LIVE
HERE
LOVE
HERE**

Small Grants Scheme 2020 Application Guidance Notes

Live Here Love Here is managed by Keep Northern Ireland Beautiful. If you have any queries in relation to the programme 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: 07912178384



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 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 is about encouraging practical, local action towards building more sustainable communities. The scheme will support volunteers to:

- Contribute to the development of civic pride within a community with a focus on environmental improvement.
- Encourage actions and projects that enable Pollution Solutions, Biodiversity Recovery and Climate Action.
- Enhance the environmental management of a local area.
- Improve the health and wellbeing of communities whilst helping to improve and/or maintain public spaces.
- Improve the quality of their local environment by reducing littering and dog fouling through effective and innovative means.

In light of COVID-19, the Live Here Love Here Small Grants Scheme will make available funding to community groups enabling them to respond according to local need for people impacted through reduced contact with society. Community groups understand the and fits with the ethos and spirit of the Live Here Love Here programme. Where people and organisations have solutions or ideas, we want to hear from them. An additional criterion has therefore been added to the Live Here Love Here Small Grants Scheme this year:

- Support actions that help care for those in need as a result of COVID-19.

A range of much needed community help that could be supported under this new criterion including, but not limited to:

- Emerging issues in the community as a result of the continuing threat of COVID-19.
- Grow Your Own projects and materials (supplemented by online webinars/classes for e.g. on seed collection, seasonal food growing and maintenance, cookery, foraging etc.) to encourage new skills development, extend virtual environmental education opportunities to the wider community and to provide positive interventions to tackle loneliness and isolation in response to COVID-19.
- Applications welcome from newly formed COVID-19 action groups to act as a community hub and to distribute growing kits to families/individuals in the wider community.

1. Eligibility

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

- Unconstituted groups
- Volunteer, community groups and NGOs (most notably those providing support to vulnerable groups, families and individuals in the community)
- All schools and third level education organisations
- Youth groups and sports clubs
- Foodbanks
- 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.

- Newly formed community groups tackling issues relating to COVID-19.

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
- Should aim to create a positive legacy within their community.

Grants are available to volunteer groups across Northern Ireland. However, very limited funding is available in Antrim and Newtownabbey Borough Council area and 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) Contribute to the development of civic pride within a community with a focus on environmental improvement.
- (b) Encourage actions and projects that enable Pollution Solutions, Biodiversity Recovery and Climate Action.
- (c) Enhance the environmental management of a local area.
- (d) Improve the health and wellbeing of communities whilst helping to improve and/or maintain public spaces.
- (e) Improve the quality of their local environment by reducing littering and dog fouling through effective and innovative means.
- (f) Relate to environmental improvement in coastal areas or inland waterways.
- (g) Support actions that help care for those in need as a result of the COVID-19.

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/community outcomes; meeting objectives; project goals; project need; volunteer involvement; community benefit; 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.

While the items below may be part of your project, the Live Here Love Here Small Grants Scheme will **not** fund these items:

- Insurance
- Salaries/Staff time
- Vehicle mileage
- Match funding for other projects
- Holiday schemes
- Promotion of religion, this includes organisations whose main purpose includes advancement of religion
- Party political activity

Social Distancing

In pursuing projects through the Small Grants Scheme, we would remind applications to be mindful of current Government and Public Health Agency advice for COVID-19. The current advice on social distancing does not mean you need to stay indoors all the time. The therapeutic impacts of time spent outdoors are well known, but simply it can boost your immune system and have a positive impact on your mental health. Our **first priority** however is to make sure everyone stays safe. It is therefore important that people volunteering manage their own wellbeing. The LHLH application form asks you to outline how you will deliver your project if the current rules on social distancing are in place for the delivery of phase of your project (July 2020 –January 2021). We would also take this opportunity to advise applicants to remain abreast of national guidance on social distancing and actions to stay safe.

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). This arrangement will be kept under review and site visits will be undertaken in accordance with national government guidance on social distancing at that time.

2. The Application Process

The Fund is open from 9am on the 6th April 2020 and will remain open 12 noon on Monday 18th May 2020.

Completed applications must be submitted to Keep Northern Ireland Beautiful by 12 noon on Monday 18th May 2020. 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: 07912178384.

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 18 th May 2020
Assessment completed and Letters of Offer sent	30 th June 2020
Projects Completed & Financial Claims Submitted	12 noon 13th January 2021

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.

All financial expenditure must take place and grant claims must be submitted to **online** by noon on **13th January 2021**.

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 2020.

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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