



**LIVE  
HERE  
LOVE  
HERE**

## Small Grants Scheme 2021 Application Guidance Notes

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



Belfast  
City Council



Derry City & Strabane  
District Council  
Comhairle Chathair  
Dhoire & Cheantar  
an tSratha Báin  
Derry Cittie & Stràbane  
Deistrick Council



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí



Mid & East  
Antrim  
Borough Council



Comhairle Ceantair  
Lár Uladh  
Mid Ulster  
District Council



Comhairle Ceantair  
an Iúir, Mhúrn  
agus an Dúin  
Newry, Mourne  
and Down  
District Council

Housing  
Executive

Live Here Love Here is managed by Keep Northern Ireland Beautiful

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Phone: 07912178384

**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 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 (see below).
- 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 community Action.
- Support environmentally focused actions that help support people impacted through reduced contact with society.
- Community food growing initiatives.

*Keep Northern Ireland Beautiful’s new strategic plan is built around three central themes to help deliver change that is both sustainable and lasting.*

#### **Climate Action**

*To ensure we reverse the devastating impacts that the climate emergency is having on our planet.*

#### **Biodiversity Recovery**

*Lead a recovery in our biodiversity. It is critical that we protect our green spaces and encourage growth of native flowers and trees that supports our delicate eco-system.*

#### **Pollution Solutions**

*Support real behaviour change in how people view the issues of littering and waste. Moreover, change the way businesses package and produce their goods for us as consumers.*

## **1. Eligibility**

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

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

\*Most notably those providing support to vulnerable groups, families and individuals in the community

\*\*Groups must strongly demonstrate where they involve with the wider community in this project.

To be eligible groups:

- Should be embedded in their local community
- Primary aims and objectives focused on benefiting the wider community and environment
- 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, limited funding is only available in Causeway Coast and Glens Borough Council to projects in Northern Ireland Housing Executive areas.

## 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 £3,000**. The average grant awarded is around £1,200.

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 community action.
- (f) Support environmentally focused actions that help support people impacted through reduced contact with society.

(g) Community food growing initiatives.

*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 upskill and 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; ability to adapt based on Government guidance.

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:

- Project running costs – salaries, insurance, mileage, office overheads
- Non environmental interests - party political activities, promotion of religion
- Costs for events – holiday schemes, catering, volunteer expenses
- Professional fees more than 50% of an awarded grant
- Structures requiring maintenance from a local authority – eg on-street dog bins & recycling facilities.
- Items that cannot/will not be stored in a community facility.

## **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 (June 2021 – January 2022). We would also take this opportunity to advise applicants to remain up-to-date of national guidance on social distancing and actions to stay safe.

## **Site Visits**

During project delivery, the Live Here Love Here team 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 12<sup>th</sup> April 2021** and will remain open **12 noon on Monday 10<sup>th</sup> May 2021**. Completed applications must be submitted to Live Here Love Here by 12 noon on Monday 10th May 2021. **Applications received after this deadline will not be considered.**

Please complete your application online at [www.livehereandlovehere.org](http://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 have any queries or difficulties, please email: [smallgrants@livehereandlovehere.org](mailto:smallgrants@livehereandlovehere.org)

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 31<sup>st</sup> May with the outcome of your application. If you have not received a response by this date then please contact [smallgrants@livehereandlovehere.org](mailto: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:**

<b>Funder</b>	<b>Deadline</b>
Applications Submitted by	12 noon on 10 <sup>th</sup> May 2021
Assessment completed and Letters of Offer sent	31 <sup>st</sup> May 2021
<b>Projects Completed &amp; Financial Claims Submitted</b>	<b>12 noon 13<sup>th</sup> January 2022</b>

### **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 **13<sup>th</sup> January 2022**.

#### **Levels of Quotations**

- No quotes are required for items under £300
- Two quotes for items £300 to £3,000

**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 June 2021.

*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.

**Email:** [smallgrants@livehereandlovehere.org](mailto:smallgrants@livehereandlovehere.org)