



Marine Litter Capital Grants 2021

Application Guidance Notes

*Thank you to the
Department of Agriculture, Environment and Rural Affairs
for making this Grant Scheme possible*



Department of
**Agriculture, Environment
and Rural Affairs**

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Thank you for your interest in the Live Here Love Here¹ Marine Litter Capital Grants. You are strongly advised to read all the guidance notes before you complete any application.

¹ Live Here Love Here is managed by Keep Northern Ireland Beautiful

1. INTRODUCTION

The Live Here Love Here Marine Litter Capital Grants are being provided by the Department of Agriculture, Environment and Rural Affairs through the Live Here Love Here collaborative partnership, involving DAERA, ten Local Councils, Northern Ireland Housing Executive and Keep Northern Ireland Beautiful.

The Marine Litter Capital Grants will support organisations and groups to purchase items to:

- Prevent litter and plastic pollution from entering the marine environment
- Enhance the environmental management of a local area to reduce marine litter
- Improve the health and wellbeing of communities and marine biodiversity recovery by helping to improve and/or maintain the quality of public open spaces
- Improve the quality of their local environment by changing behaviour through creative concepts to reduce the incidence of littering.

1.1 What is marine litter?

In relation to this grant programme the main sources of marine litter are defined as:

Land-based:

- Littering of beaches and coastal areas
- Litter entering rivers and streams
- Floodwaters
- Discharge from storm water drains

Sea-based:

- Fishing and aquaculture
- Illegal or accidental dumping at sea from shipping (e.g. tourism)

Note: 80% of marine litter comes from land sources so **the grants are open to all geographical areas in Northern Ireland.**

Biodiversity Recovery

Support meaningful actions that will lead to a recovery in our biodiversity. It is critical that we protect our blue spaces and prevent pollution entering our rivers and seas to protect these vast yet delicate eco-systems.

Pollution Solutions

Support a cultural shift in how people value and engage in their environment. It is important that we prevent littering and promote responsible behaviour and actions to deal with our waste before it impacts on riverine and marine life.

2. WHO CAN APPLY

The Live Here Love Here Marine Litter Capital Grants are open to any organisation with responsibilities for managing free to access public open space, including:

- Youth, community and volunteer groups (whether constituted or not)
- Registered charities and NGOs
- Sports clubs, tenants and residents associations and religious groups
- Third level education organisations and schools
- Local Councils
- Businesses

Note that collaborative applications between two or more of the above categories are welcomed.

To be eligible:

- Your organisation is likely to be responsible for managing and/or owning free to access public open space, or if not, will have a clearly defined role in managing the local environmental quality of such space and this will be formally agreed with the land owners.²
- Your project must be located on free to access public open space or, for creative concept ideas, must show how it is applicable to free to access public open space
- You must clearly demonstrate how the project will decrease the amount of litter and plastic entering the marine environment.
- You must clearly demonstrate commitment and the ability to provide for the ongoing management of any physical assets (eg regular and timely emptying of bins) purchased as part of the project.
- Funding must only be used for the purchase and installation of eligible capital items³.
- Schools must demonstrate how they will use any assets purchased in an educational context.

Grants are available across the whole of Northern Ireland and are not restricted to coastal areas. However, the funding is specifically targeted at preventing marine litter. Therefore, applications must be able to demonstrate clearly how a project will *contribute* to reducing litter and plastics entering our seas. In this way, projects will help ensure good environmental status of our coastal and marine environments in relation to litter. Ultimately, this will ensure that the properties and quantities of marine litter do not cause harm to the coastal and marine environment.

2.1 Insurance

It is your responsibility to ensure that all of your activities, including all assets purchased and installed, project materials etc. arising from this project are properly and fully insured for public, employee or any other liability. Neither the Department of Agriculture, Environment and Rural Affairs, nor Keep Northern Ireland Beautiful has 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.

2.2 Landowner Permission

It is your responsibility to ensure that all permissions, consents, legal requirements, etc. are complied with before you commence your project. Evidence of your waste management plans or waste removal agreements will be required (if applicable).

3. VALUE OF GRANTS AWARDED

Financial support of between **£500 and £40,000** will be available to constituted groups, businesses and statutory bodies meeting the eligibility criteria.

Financial support of between **£500 and £5,000** will be available to non-constituted groups.

The judging panel reserves the right to change funding bandings if required. Where possible, projects should be scalable in proportion to the amount of funding allocated. Note that the average grant award is likely to be a lot less than the maximum, which will only be awarded for exceptionally innovative or strategically significant projects.

Each applicant organisation can submit only one application with the exception that an applicant may

² For the purposes of this grant fund schools grounds are considered as public open space.

³ Capital spending is money that is spent on investment, the purchase of assets or to build something. Examples could be equipment, which will be of tangible use or benefit in providing services and meeting the objectives of the grant scheme for more than one financial year.

also be named as a partner in a second collaborative bid. Each application will be judged on its own merit.

Note that this is a competitive process and not all applicants will be successful.

3.1 Match Funding Requirements

There is no requirement for applicants to obtain match funding for projects with the following two exceptions:

- Councils must provide 50% match funding
- Businesses must provide 50% match funding.

Council and business match funding must be for the purchase of capital items. Ongoing maintenance and servicing costs cannot form part of the match funding.

Irrespective of applicant, projects that deliver a higher level of match funding than required, and/or in-kind expertise, volunteers etc are strongly encouraged.

4. MARINE LITTER CAPITAL GRANTS OBJECTIVES

Proposed projects must meet one or more of the following **objectives**:

- (a) Enhance the environmental management and quality of a local area by preventing litter and plastics from directly entering the sea
- (b) Enhance the environmental management and quality of a local area by preventing litter and plastics from entering rivers, water courses, drains, etc. that lead, ultimately, to the sea
- (c) Improve the health and wellbeing of communities and marine biodiversity whilst helping to improve and/or maintain public spaces
- (d) Contribute to a strategic approach to reducing litter pollution in our rivers and seas
- (e) Design and create new, aesthetically appealing or engaging, innovative assets for deployment
- (f) Demonstrate collaborative working (applicable to all criteria a-e).

Applicants should note that projects do not need to meet all the objectives but applications should strongly indicate those objectives that are being met.

Projects will be assessed in the following areas: project description; meeting multiple objectives; impact on reducing marine litter; project need; community involvement; long term management; value for money and leverage; history of success/involvement/collaboration; scalability.

All items purchased through the Capital Grant must benefit all members of the community.

4.1 Examples of what we will fund - project ideas

- Seagull-proof bins, Big Belly Solar Bins, Innovative/interactive litter bins, Cigarette Butt Bins, Seabins
- Gull/rodent proof items to prevent scavenging
- Reasonable delivery and Installation costs
- Capital items required to collect and transport litter for suitable disposal
- Innovative art installations to enhance usage of bins
- Capital items including costs of creative elements
- Artwork that is also a bin
- Creative projects that capture litter before it reaches water courses

4.2 What we won't fund

The primary focus of the Live Here Love Here Marine Litter Capital Grants is to equip organisations and people who manage public open spaces to reduce marine litter.

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

- Project running costs – salaries, insurance, mileage, office overheads, administration, project management fees, advertising and promotional costs
- Costs for events
- Volunteer expenses including water bottles or any items of clothing
- Professional fees more than 25% of an awarded grant
- Structures requiring maintenance from a local authority unless a management/maintenance agreement can be evidenced
- Murals, signage, posters, banners, leaflets and literature
- Match funding for other projects
- Indoor bins / projects
- Dog fouling bins
- Litter picking equipment (available through other Live Here Love Here initiatives)
- Gardening projects
- Waste removal costs
- Any items not deemed to be capital expenditure
- Retrospective costs ie only items purchased after Letter Of Offer issued are eligible.

4.2 Social Distancing

In pursuing Capital Grant projects, we would remind applicants to be mindful of current Government and Public Health Agency advice for COVID-19. Our **first priority** is to make sure everyone protects their own health during the current pandemic, so we advise applicants to remain up-to-date of relevant guidance on social distancing and actions to stay safe and apply these at all times to project delivery.

4.3 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). Similarly, after you confirm your project is completed we may arrange a site visit to verify completion and expenditure. In accepting a grant you agree to facilitate these visits and provide all information requested in a timely manner.

Sites visits can take place up to two years after your grant claim. All items funded through the programme must be in regular use for a minimum of 2 years after the grant is claimed with data of litter collected/removed diverted from marine sites recorded on the Live Here Love Here app. Failure to comply could result in the grant funds being recovered.

We may also seek your help in developing publicity materials to assist in promoting the grants in future years. These arrangements will be kept under review and site visits will be undertaken in accordance with national government guidance on social distancing at that time.

5. APPLICATION PROCESS

5.1 Important Dates for the Capital Grants Scheme:

Application Stage	Deadline	Important Notes – please read carefully
Fund opens	9am Wed 30 June 2021	<p>The online application is the preferred method for application. Only in exceptional circumstances will we consider other formats. If this is the case please email: marinelittergrants@liveherelovehere.org</p> <p>All correspondence will take place via email – please use only working/active email addresses to make your application.</p> <p>The online system will auto-save as you complete the application. Once you submit your application it cannot be edited. Additional documents will NOT be considered.</p>
Fund closes / Applications submitted	12 noon Mon 27 Sept 2021	<p>Please complete your application online at www.liveherelovehere.org</p> <p>Applications received after this deadline will not be considered.</p> <p>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.</p>
Assessment completed / Applicants notified / Letters of Offer sent	5pm Mon 18 th October 2021	<p>The judging panel's decision is final. There is no appeals process.</p> <p>If you have not received a response by this date then please contact marinelittergrants@liveherelovehere.org</p> <p>Due to the high volume of applications, we cannot provide feedback on individual applications.</p>
Projects completed / All financial claims submitted	12 noon Wed 23 February 2022	

6. 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 online by noon on **23rd February 2022**.

6.1 Ensuring Value for Money

- No quotes are required for items under £300
- Two quotes for items £300 to £3,000
- Three written quotes for items exceeding £3,000
- Tender process for items/work from a supplier exceeding £30,000

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 August 2021.

Council and business applicants will be required to provide proof of the full expenditure in advance of the 50% payment being released. No advance payment is available.

Where deemed necessary, applicants⁴ may be able to claim 80% of funding upfront with the final 20% paid on receipt of a completed and satisfactory summary report. This will be assessed on a case by case basis and approved only where any 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: marinelittergrants@liveherelovehere.org

⁴ Excludes business and council applicants