



Small Grants Scheme 2023 Application Guidance Notes

The Live Here Love Here Small Grants Scheme forms part of a wider programme aimed at promoting civic pride within communities and improving the environmental quality of shared community spaces. The grants are for the physical transformation of greenspaces.

The Small Grants Scheme encourages volunteer-led action towards building more sustainable communities. The scheme will support communities to:

- Increase civic pride and improve the quality of local environment through the creation of quality shared spaces.
- Transform underused spaces into vibrant and valued community places by adding habitats and increasing access to visitors.
- Deliver actions and projects that enable Nature Recovery and Climate Action.
- 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.

Examples of project the Scheme will fund:

- Community food growing projects.
- Development of community gardens
- Planting for pollinators.
- Addition of assets to existing shared places
- Materials to tackle dog fouling (in line with Council's own schemes)

1. Eligibility

The grants are aimed at small, locally managed community groups and schools to develop environmental improvement projects for the benefit of the wider community.

Applications are welcome from:

- Volunteer and community groups (including non-constituted)*
- Youth groups, sports clubs, churches
- All schools and third level education organisations

The Scheme is open to projects based across 10 partner council areas in NI. Projects in Causeway Coast and Glens Borough Council area will be considered if they are located within an area managed by Northern Ireland Housing Executive.

Applications are particularly welcome from groups who have not previously received support through the Live Here Love Here Small Grants Scheme.

2. Small Grant Scheme objectives

The Small Grant Scheme aims to enable communities to deliver **practical volunteer action to improve the local environment for people and wildlife**. Projects 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) Enhance the environmental management of a local area.
- (c) Improve the health and wellbeing of communities whilst helping to improve and/or maintain public spaces.
- (d) Improve the quality of the local environment by reducing littering and dog fouling through community action.
- (e) Support environmentally focused actions that help support people impacted through reduced contact with society.

3. What the scheme will not fund:

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

Live Here Love Here Small Grants Scheme will **not** fund:

- Project running costs – salaries, insurance, mileage, office overheads.
- Costs for events – holiday schemes, catering, volunteer expenses
- Professional fees more than 30% of an awarded grant
- Items that cannot/will not be stored in a community facility.
- Purchase of machinery or electronic equipment
- Bee keeping equipment.
- Litter picking equipment – please apply to the **Adopt a Spot** programme.
- Projects by individuals/sole applicants
- Organisations who have previously received a grant from us that was not managed satisfactorily. This includes incomplete claims and not seeking approval for changes for your project.

4. Grant conditions:

- Grants are available from £500 - £3000. Match funding is not required.
- Non-constituted groups can request a maximum of £500.
- Applications should be made by a person who will be directly involved with the delivery of the project.
- A second contact within your group is required at the application stage and must be aware of the application and conditions of the grant.
- Applications can be made via www.livehereandlovehere.org/smallgrants. If you have any difficulties accessing the portal please email: smallgrants@livehereandlovehere.org

- One application will be considered per group and track record of previous grant recipients will be taken into consideration during the judging process.
- Applications requesting structures that require maintenance from a local authority (e.g. on-street dog bins) must have agreements in place at the application stage.
- Evidence of quotes are not needed at the application stage but must be uploaded with grant claim.
- Due to the project delivery timeframe your project must start within 6 weeks of receipt of a Letter of Offer.
- 50% of project costs can be claimed up front with the remaining 50% reimbursed when the project has been completed.
- Receipts/invoices and proof of expenditure must be submitted with ALL claims for ALL items purchased. Poor quality uploads of evidence of expenditure can result in a delay of costs being refunded.
- A Letter of Offer will be issued to successful applicants. It is important to read the document carefully before accepting funding.
- All projects are subject to site visits and financial monitoring by Live Here Love Here.
- Applications will be judged on the overall benefits to communities, positive impacts to shared places, need has been clearly identified, the project has been well planned and budget demonstrates value for money.

You will receive an email confirming the receipt of your application and Live Here Love Here will contact you directly when your application has been assessed.

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

Landowner Permission

It is your responsibility to ensure that all permissions, consents and legal requirements are complied with before you commence your project. Where projects are on land not owned or managed by the applicant, evidence of permission will be required before a project can commence. Please consider how you will obtain this before your start your application.

Insurance

It is your responsibility to ensure that all activities site works, assets purchased and installed 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.

SMALL GRANT SCHEME TIMESCALES

Applications open	9am 11 th May
Applications close	5pm 31 st May
Letters of Offer issued	On or before 1 st July
Project to be started	6 weeks after Letter of Offer issued
Projects completed and funds spent	31 st October
Financial claims and post survey completed	30 th November

Before you apply, you can attend an in-person grant information event or join us online for a live overview of the grants and Q&A information session. There will be opportunity for you to discuss your project idea with a member of the team at the in-person events.

Please book your place using the links on the Live Here Love Here website

Belfast	2 Royal Avenue	10-4pm (part of the VACAN event)
h	Dance Studio, Strule Arts Centre	15 th May 2pm
Cookstown	Burnavon Arts and Cultural Centre	15 th May 6.30pm
Derry	Waterside Shared Village	16 th May 2pm
Lisburn	Cherry Room, Lagan Valley Island	17 th May 6.30pm
Antrim	Ferrard Room, Antrim Castle Gardens	19 th May 10am
Newtownards	Blair Mayne Leisure Centre	22 nd May 2pm
Larne	Larne Town Hall	23 rd May 6.30pm
Armagh	Hayloft Gallery, Palace Stables	24th May 7pm
Webinar	Online	16th May 6pm

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 Bán
Derry Cittie & Strábane Destríck Cooncil



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

Email: smallgrants@liveherelovehere.org

Web: www.liveherelovehere.org

YouTube: <http://bit.ly/LHLHYouTube>