

SMALL GRANTS - Claiming Your Grant

Congratulations on your successful funding application.

Please follow these instructions to allow us to release your funding:

To release your funding, you will need to begin your online grant claim. **Log in to the Live Here Love Here site using your email address and password.**

Login

A screenshot of a web site login form. At the top, it says "Web site login". Below that, a message states: "You require a registered username and password to gain full access to this site. If you have forgotten your password then you may reset it here." The text "reset it here" is circled in blue. Below the message are two input fields: "Username" and "Password". At the bottom right is a "Login" button.

You should access the login page [here](#)

The only **email address** you can use is the **one given in the email** this document was attached to.

If you do not remember your **password**, or if you have never used the online system before, please **reset the password** using the link highlighted above.

Once logged in, go to the My Profile section where you will see the 'Small Grant Applications' button, please click on it.

My Profile

A horizontal navigation bar with five buttons: "My Profile", "My Events", "Small Grant Applications", "Marine Litter Applications", and "Pollinator Grant Applications". The "Small Grant Applications" button is circled in red.

>You will then see the name of your project

>Please click on it

>This will take you to a page where you will be able to upload all information needed to make your grant claim.

Please refer to Items 9-23 on your Letter of Offer

We will consider a request for 50% advance payment to enable you to commence your project if you are in need.

To request this payment please use the "BACS details" button to fill in all relevant bank details for your project. You can then email smallgrants@livehereandlovehere.org to request the payment detailing why you need an advance payment.

Before you can submit your final grant submission you need the following...

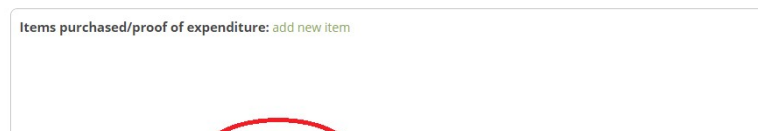
- Copies of Invoices or Receipts **for each item purchased**

- No quotes are required for items under £500
- Two written quotes for items £500 to £5,000 (verbal quotes not accepted)
- Tender process is required for individual items or services £5000 and over
- Multiple purchases of more than one item/service under £500 will require two quotes to ensure value for money.

- A copy of a Proof of Payment for each item purchased. This could be a copy of the group's bank statement or an image from online banking

If you cannot provide any of the requested documents you must upload a statement detailing why this was not possible.

- Completed Grant Completion Form

A form titled "Items purchased/proof of expenditure: add new item". It has a large text area for input.A row of four buttons: "Pre Project Form", "Bacs Details", "Grant Completion Form", and "Original Application". The "Bacs Details" button is circled in red.

You must complete the BACS details and Pre Project Survey sections in the 'My Profile' section of the Live Here love Here website and email Live Here Love Here requesting this payment.

Procurement

Please ensure value for money is obtained at all times. Live Here Love Here do not need to approve quotations in advance however we will expect to see evidence uploaded at claim stage. If this is not provided we may not reimburse on that item.

Levels of Quotations required:

- No quotes are required for individual items under £300
- Two written quotes for items £300 to £3,000 (verbal quotes not accepted)

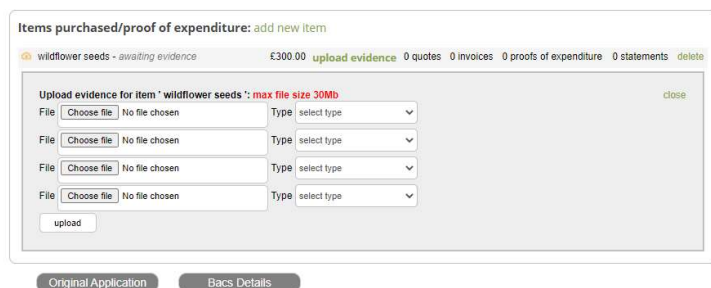
Multiple purchases of more than one item/service under £300 will require two quotes to ensure value for money

Uploads to your Profile.

As a condition of your grant you **MUST** upload all of the following information/documents to support your claim;

- Quotations for procurement (if required)
- Copies of Invoices or Receipts **for each item purchased**
- A copy of a Proof of Payment **for each item purchased**. This should be a card machine receipt, a copy of the group's bank statement or an image from online banking.

Don't Forget: A Proof of Payment is needed for each item purchased



The screen for uploading documents looks like this, please follow the instructions below to upload the relevant documents. We have also created a walk through video which you can pause as you watch

You will need to enter each item you have purchased through the grant.

Failure to upload all necessary documentation may result in delayed payments or impact your grant award

- Complete Grant Completion Form and upload two pictures. (Before and after pictures are recommended)

Submitting the Claim

Only when **ALL** necessary information has been uploaded **AND** the Grant Completion form has been completed a 'Submit Grant Claim' button will appear. Please click this to request payment.

You will receive notifications via email when your grant claim has been approved and payment made.

If you need to submit any further information you will be contacted via an email notification.

If you have any problems or queries please contact smallgrants@liveherelovehere.org

Please allow plenty of time to upload your documents by the claim deadline.

CLAIM DEADLINE 30 November 2023