



**Rural Community Pollinator Grants Scheme 2021
Application Guidance Notes**

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



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

www.daera-ni.gov.uk

Email: pollinatorgrants@liveherelovehere.org

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Phone: 07912178384

Thank you for your interest in the Live Here Love Here¹ Rural Community Pollinator Grant Scheme. 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

INTRODUCTION

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

The Rural Community Pollinator Grants Scheme is a pilot Scheme which will provide capital grants from **£3,000 to £12,000** covering 95% of costs to community groups and schools wishing to establish, enhance or develop a local community pollinator garden.

A Rural Community Pollinator Garden is a shared space with pollinating plants, habitats, wildflowers, flowers, shrubs and trees etc. on land in the ownership or leased by a community group or school or permission has been given by landowner. The garden **must** have elements that provide for pollinators, but the project does not have to be exclusively for this reason. The garden should be inclusive and accessible and it should provide a healthy pit stop for pollinators and humans alike. The scheme will also provide suitable infrastructure for people to enjoy the space including the provision of seats, picnic tables, paths and fencing.

The grants support new initiatives aimed at protecting and providing for pollinators. Applicants such as communities, sports clubs and schools will be encouraged to increase pollinator-friendly land management techniques.

Keep Northern Ireland Beautiful's [Biodiversity Recovery webpage](#) provides a number of resources and actions that help you to provide habitat and nectar rich food for pollinators. It advises how to create shelter and nesting areas and to work to reduce the use of harmful pesticides and chemicals. It also highlights the importance of recording what pollinators you find by supplying data to The [UK Pollinator Monitoring Scheme](#). Biodiversity Recovery is about all of us, from farmers to local authorities, to schools, gardeners and communities, coming together to try and create a place where pollinators can survive and thrive.

The Rural Community Pollinator Grants² will support community groups and schools to:

- Increase the biodiversity value of an area by planting for pollinators.
- Transform unused spaces into valued community spaces, adding habitats and greening-up grey spaces.
- Create a positive legacy within a rural community.
- Improve the health and wellbeing of rural communities and aid biodiversity recovery by helping to improve and/or maintain the quality of community spaces.
- Increase civic pride through a programme of community engagement.
- Improve the quality of their local environment by changing behaviour to reduce the incidence of littering and dog fouling.

² Funding for grants under this pilot Scheme is provided as part of the Northern Ireland Centenary celebrations

ELIGIBILITY

The project needs to be located in a **rural** area. For the purposes of this Scheme, rural is defined as all those areas outside the statutory development limits of those towns with a population in excess of 5,000 inhabitants. Please use the [eligibility checker](#)³ to see if your location has a population of fewer than 5000.

Who can apply?

- Volunteer, community groups and NGOs
- 'Friends Of' groups
- Non-constituted groups
- Schools and third level education organisations
- Youth groups, sports clubs, churches.
- Not for Profit Organisations managing community spaces

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

The Rural Community Garden Pollinator Scheme is open to all groups including those which have previously received grants through Live Here Love Here.

WHAT TYPE OF PROJECTS WILL THE SCHEME CONSIDER?

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

- (a) Enhance the environmental management and quality of a local area by planting a variety of plants for pollinators.
- (b) Benefiting the wider community and environment.
- (c) Increasing community access to biodiversity rich sites
- (d) Creating a positive legacy within the community.
- (e) Increasing civic pride through a programme of community engagement.
- (f) Improve the health and wellbeing of communities and biodiversity whilst helping to improve and/or maintain community spaces
- (g) Increasing the biodiversity value of an area by re-introducing native species.

*Applicants should note that projects do not need to meet all the objectives but applications should strongly indicate all those that are being met and **must** meet at least three of the above listed objectives.*

Applicants should also demonstrate:

- (h) How they will maintain the areas planted in the 3 years following planting.

³ Eligibility checker developed using data from the [Northern Ireland Statistics & Research Agency, Review of the statistical classification and Delineation of Settlements, March 2015](#).

- (i) How volunteers will be engaged in the project
- (j) The intended Rural Community Pollinator site on a site map
- (k) The amount of funding requested for capital items is proportionate to the level of pollinating plants being planted.
- (l) Their commitment to using peat free or reduced peat compost (where applicable).

Examples of eligible projects:

- Creation of native wildflower meadows / patches in community spaces and schools.
- Planting for pollinators in community spaces – wildflower seeds & plugs, shrubs, fruiting bushes, native trees & fruit trees, hedging.
- Infrastructure to improve access – new paths or upgrading current informal paths.
- Street furniture – benches, picnic tables, signs, fencing
- Tools for maintaining projects – community tool kit/hand tools
- Habitats – bird/bat/bug boxes
- Traditional land management skills; hedge laying / coppicing / stone walls
- Raised beds for improved access
- Green Roofs – on public/community buildings
- Outdoor classrooms – with suitable planting
- Removal of invasive species.

Workshops and/or training may be funded if it demonstrates that the project meets the Rural Community Pollinator objectives and will upskill and benefit the wider community.

Projects will be assessed in the following areas: meeting objectives; project goals; project need; community involvement; community benefit; long term impact; value for money and leverage; ability to adapt delivery based on Government guidance.

All items purchased through the Rural Community Pollinator scheme must benefit all members of the community and be stored in a communal facility.

What the scheme won't fund

The primary focus of the Rural Community Pollinator Grants is to increase the quality of greenspaces for communities and pollinators.

While the items below may be part of your project, the Rural Community Pollinator Grants will **not** fund these items:

- Professional fees more than 10% of an awarded grant
- Project delivery running costs – eg salaries, insurance, mileage, office overheads
- Machinery eg lawnmowers, strimmers or fuel
- Non environmental interests – eg party political activities, promotion of religion
- Costs for events – holiday schemes, catering, volunteer expenses.
- Murals (small quantities of paint to cover graffiti etc. will be considered)
- Herbicides for ground preparation or pesticides
- Hanging baskets

Landowner Permission

It is your responsibility to ensure that all permissions, consents, legal requirements, etc. are complied with before you commence your project. Schools are required to provide documentary evidence from the board of trustees that the land can be used for this purpose for a minimum of 5 years from the date of the letter of offer.

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. 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.

VALUE OF GRANTS AWARDED

Grants will be awarded between **£3,000 and £12,000**

Where possible, projects should be scalable in proportion to the amount of funding allocated.

Each applicant organisation can submit only one application with the exception that an applicant may also be named as a partner in a second collaborative bid.

Grants are available to cover 95% of costs. Applicants should demonstrate their ability to fund the remaining 5%.

Grants are paid on completion of the online project claim form and return of receipts. For some projects there is the possibility of paying 50% of total grant up front and this will be decided on a case by case basis.

Social Distancing

In pursuing Rural Community Pollinator grants, 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.

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. All projects delivered by non-constituted groups will be visited.

In accepting a grant you agree to facilitate these visits and provide all information requested in a timely manner. 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.

APPLICATION PROCESS

Important Dates for the Capital Grants Scheme:

| Application Stage | Deadline | Important Notes – please read carefully |
|--|--|--|
| Fund opens | Wednesday 15 th Sept 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: pollinatorgrants@livehereandlovehere.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 | Noon Monday 11 th Oct 2021 | <p>Please complete your application online at www.livehereandlovehere.org/pollinatorgrants</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 | Friday 29 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 pollinatorgrants@livehereandlovehere.org</p> <p>Due to the high volume of applications, we cannot provide feedback on individual applications.</p> |
| Projects completed / All financial claims submitted | Noon Monday 14 th March 2022 | |

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 **14th March 2022**.

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

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 October 2021.

Where deemed necessary, applicants may be able to claim 50% of funding upfront with the final 50% 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. Any or underspend will not be paid. Any discrepancies will not be paid until/unless they are resolved to the satisfaction of Keep Northern Ireland Beautiful.

If you have any questions in connection with the grant contact Keep Northern Ireland Beautiful.

Email: pollinatorgrants@liveherelovehere.org