



Small Grants Scheme 2022 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 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>

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 an 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 10 Local Councils, Northern Ireland Housing Executive, McAdam and Keep Northern Ireland Beautiful.

The Small Grants Scheme is about encouraging practical, local action towards building more sustainable communities. The scheme will support communities 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.

Keep Northern Ireland Beautiful's Strategic Plan is built around three central themes to help deliver change that is both sustainable and lasting. Applications to the Small Grants Scheme should demonstrate how they reflect these themes:

<u>Climate Action</u>	<u>Biodiversity Recovery</u>	<u>Pollution Solutions</u>
<i>To ensure we reverse the devastating impacts that the climate emergency is having on our planet.</i>	<i>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.</i>	<i>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.</i>

1. Value of grants awarded

Grants are available between **£500 - £3000**. The average grant awarded is around £1,200.

Grants are available to cover 100% of costs.

2. Eligibility

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

- Unconstituted groups
- Volunteer, community groups and NGOs
- *All schools and third level education organisations
- *Youth groups, sports clubs, churches
- Not for Profit Organisations

*Engagement with the wider community is required.

Schools/Colleges/Universities are eligible to apply to the [School Pollinator Garden Grants](#) for £3000-£12000 support. Applications are open 4th to 28th April. Please only apply to the Small Grant Scheme for support if your project requires less than £3000.

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

One application will be considered per group and track record of previous grant recipients will be taken into consideration during the judging process.

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.

Funding is only available in Causeway Coast and Glens Borough Council to projects located in Northern Ireland Housing Executive areas.

3. 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.

Applicants should note projects do not need to meet all the objectives but in your application you should strongly indicate those objectives that they do meet.

On site 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:

- (1) environmental/community outcomes
- (2) meeting objectives
- (3) project goals
- (4) project need
- (5) volunteer involvement
- (6) community benefit
- (7) long term impact

4. What the scheme will not 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 – e.g., on-street dog bins & recycling facilities.
- Items that cannot/will not be stored in a community facility.
- Litterpicking equipment – please apply to the **Adopt a Spot** programme by downloading the Live Here Love Here app and requesting to Adopt A Spot.

5. Application Process

Completed applications must be submitted by 12 noon on Monday 9th May 2022.

Please complete your application online at www.livehereandlovehere.org/smallgrants

Applications should be made by a person who will be directly involved with the delivery of the project as funding information can only be shared with successful projects. A second contact within your group is required at application stage to ensure we can contact your group throughout the grant process.

One application will be eligible from each profile on the Live Here love Here website.

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

Evidence of quotes are not needed at the application stage but must be uploaded with grant claim.

All projects should be scalable in proportion to the amount of funding allocated.

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.

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.

6. PROJECT DELIVERY

Your project must start within two months of receipt of a Letter of Offer. Live Here Love Here reserves the right to withdraw the offer if your project does not start within this timeframe or if there is unacceptable progress with your project.

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. Similarly, after you confirm your project is complete, 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. We may also seek your help in developing publicity materials to assist in promoting the grants in future years.

7. CLAIMING YOUR GRANT

All financial expenditure must take place and grant claims submitted **online** by noon on **31st January 2023**.

Any receipts/invoices forwarded after this date will not be reimbursed.

Information about the online claim process will be circulated to the successful project during May.

Where deemed necessary, applicants will 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 approved only where any relevant additional information has been supplied to Live Here Love Here. Any discrepancies will not be paid until/unless they are resolved to the satisfaction of Live Here Love Here.

Ensuring Value for Money

- No quotes are required for items or services under £100
- Two written quotes are required for items or services £100 to £3,000

Receipts/invoices and proof of expenditure must be submitted with ALL claims for ALL items purchased. **Failure to comply may result in grant funding being withheld or withdrawn.**

Important Dates for the Live Here Love Here Small Grants Scheme:

Application Stage	Deadline
Fund Opens	11th April 2022
Fund closes for applications	9th May 2022
Project Completed & Financial Claims Submitted	31st January 2023

If you have any questions in connection with the grant process, please contact Live Here Love Here.

Email: smallgrants@livehereandlovehere.org

Free Carbon Literacy Training for Schools and Communities

Keep Northern Ireland Beautiful are offering free Carbon Literacy training for schools and communities funded by Department of Environment, Agriculture and Rural Affairs. Carbon Literacy training consists of 8-10 hours of learning, delivered over three or four sessions via a blended learning experience, including live virtual sessions and self-study activities.

The course will develop an awareness of how climate change is affecting us now and will continue to affect us in the future unless we take urgent action. The course also looks at climate justice issues across the globe and explores how we can begin to discuss climate change with colleagues, families and friends.

Community groups and schools are encouraged to attend a course to map their carbon footprint and gain an understanding of and motivation to, reducing personal and community carbon emissions

For details please go to the [Keep Northern Ireland Beautiful website](#)