



**LIVE
HERE
LOVE
HERE**

Small Grants Scheme 2024/25

Guidance Notes

KEEP
NORTHERN
IRELAND
BEAUTIFUL



**Housing
Executive**



**Belfast
City Council**



Comhairle Ceantair
**Lár Uladh
Mid Ulster**
District Council



**Mid & East
Antrim**
Borough Council



**Armagh City
Banbridge
& Craigavon**
Borough Council



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
Newry, Mourne
and Down



**Antrim and
Newtownabbey**
BOROUGH COUNCIL



LCCC
Lisburn &
Castlereagh
City Council



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmai



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Introduction

The Live Here Love Here Small Grants Scheme is aimed at promoting civic pride within communities and improving the environmental quality of shared community spaces. The Small Grants Scheme is a partnership between local Councils, Northern Ireland Housing Executive, and Keep Northern Ireland Beautiful.

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

- Increase civic pride and improve the quality of the 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 in line with Keep Northern Ireland Beautiful's Strategic Plan
- 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.



Eligibility

The Scheme supports 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*
- Not-for-Profit Organisations

*If not already an Eco-School, we recommend you contact our Eco-Schools department for additional support - eco-schools@keepnorthernirelandbeautiful.org

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

Only one application per group is permitted.

The Scheme is open to projects based across 9 partner council areas in Northern Ireland:



Projects in Causeway Coast and Glens Borough Council and Derry City and Strabane District Council area will be considered if they are located within an area managed by Northern Ireland Housing Executive.



What the Scheme will fund?

The 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:

- Contribute to the development of civic pride within a community with a focus on environmental improvement.
- 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 the 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.

Note: In your application please state clearly which objectives your project will meet. Please note your project is not required to meet all of the above objectives.



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.

While the items listed below may be part of your project, the Live Here Love Here Small Grants Scheme will not fund:

- Project running costs – salaries, insurance, mileage, office overheads
- Costs for events – catering, volunteer expenses
- Non-environmental interests – such as political party activities, promotion of religion
- To ensure your project adheres to the objectives of the scheme as volunteer-led community action, we will not fund professional labour fees of more than 30% of an awarded grant
- Items for individual use - funding is for shared community projects
- Purchase of large machinery or electronic equipment
- Projects by individuals/sole applicants

Note: This list is not exhaustive and judges reserve the right to determine eligibility based on application.



Funding Info

- Grants are available from £500 - £5,000
- Non-constituted groups can request a maximum grant of £1,500
- Match funding is not required
- To support you with delivery of your project, 70% of your total awarded grant may be requested up-front following submission of necessary pre-project documentation
- Applications are made via Submittable. You will receive an email confirming the receipt of your application and will be notified of the outcome once your application has been assessed. Link to the form will be available when the Grant is open [HERE](#)

Grant Conditions

- All projects must be scalable in proportion to the amount of funding allocated. You must consider how you will deliver your project if you are not allocated the full amount of funding you request.
- Your grant application must be completed by the person who will be directly involved in the delivery of the project and will act as the main point of contact with Live Here Love Here.
- A second contact within your group is required and must be contactable regarding your grant.
- If you request items that require maintenance from a local authority, you must have agreements in place at the application stage.
- You are required to submit a progress report halfway through the project delivery timeline.
- To ensure value for money, cost quotations are required at the application stage. No quotes are required for individual items under £500, two written quotes are required for items £500 to £5,000.
- If you are paying a single supplier over £500, even for multiple and/or different items, a second quote must be provided.
- A Letter of Offer will be issued to successful applicants. This is a legally binding contract which must be read and accepted by the specified deadline. In accepting, you are required to comply with the terms therein. If you do not, funding will be withdrawn and reallocated to other projects.
- All projects are subject to site visits and financial monitoring. In accepting a grant, you agree to facilitate these visits and provide all information requested.
- You may be required to assist with publicity materials related to your grant.

Note: The judging panel's decision is final. There is no appeals process. Due to the high volume of applications, we cannot provide feedback on individual applications.

Permission

- It is your responsibility to ensure that all permissions, consents and legal requirements are in place before you accept your grant.
- Where projects are on land not owned or managed by the applicant, evidence of permission is required.

Insurance

- It is your responsibility to ensure that all activity site works, assets purchased and installed, arising from this project are properly and fully insured for public, employee or any other liability.
- Live Here Love Here does not provide insurance or other arrangements to indemnify you, your employees or other volunteer's in respect of any legal liability arising from any act or omission in the fulfilling of the work covered by this Grant.

Assessment

- Applications will be assessed in alignment with the objectives of the Scheme linked above.
- The track record of groups who have previously received a grant from Live Here Love Here may be considered.
- Higher levels of funding will only be awarded to outstanding projects.

Key Dates



Carefully consider your ability to meet all the deadlines below when applying to this fund

Applications Open	27th August 2024
Applications Close	17th September 2024
Letters of Offer issued	Early October 2024
Grant Acceptance Deadline	within 2 weeks of Letter of Offer*
Deadline for all purchases	31st January 2025
Evidence Submission Deadline	28th February 2025
Project Completion Deadline	31st March 2025

**If you do not accept your grant within this timeframe, the grant offer will expire and funds will be re-allocated.*



Further Questions

We strongly recommend that you attend an in-person Connecting Communities event or online webinar for further support. Book a place at your local event, details below. Check out our FAQ's [HERE](#)

Connecting Communities Events

Armagh, Banbridge, Craigavon	21/08/24	BOOK NOW >>
Ards & North Down	10/09/24	BOOK NOW >>
Antrim & Newtownabbey	09/09/24	BOOK NOW >>
Belfast	20/08/24	BOOK NOW >>
Lisburn & Castlereagh	27/08/24	BOOK NOW >>
Fermanagh & Omagh	05/09/24	BOOK NOW >>
Mid & East Antrim	29/08/24	BOOK NOW >>
Mid Ulster	03/09/24	BOOK NOW >>
Newry, Mourne & Down	28/08/24	BOOK NOW >>
Online Webinar	12/09/24	BOOK NOW >>



Small Grant, Big Difference

2024/25

Email: smallgrants@liveherelovehere.org | Website: liveherelovehere.org.



Frequently Asked Questions..



Can a school apply, and will the school grounds be seen as a shared space?

Schools can apply to the Live Here Love Here Small Grants Scheme, but you MUST demonstrate community involvement and benefit to the wider area. In your application if you require or intend to use the Education Authority for purchases additional compliance will be required.

Does the project site need to be publicly accessible?

As per the Small Grant Scheme Guidance Notes, yes, your grant project site needs to be publicly accessible. For the purposes of this grant, school, church and sports grounds are deemed publicly accessible.



Can a newly formed group or group of individuals apply to the grants scheme?

Yes, Live Here Love Here welcome applications from newly formed groups or groups of individuals working together to deliver something positive in their community. Groups do not need to be constituted, however if you are not constituted, the maximum amount of funding available to you is £1,500. You must ensure your group have the appropriate permissions and insurance in place before you begin your project.

How do we pay for our project?

You can request 70% of your awarded grant funding before your project begins. The remaining 30% must be funded by your group. Live Here Love Here will reimburse the 30% following your submission of all claim documents. Alternatively, a full claim of your awarded grant funding can be made on submission of all your claim documents.

Do we have to own the project site/land to be eligible for funding?

No, but approved land permission MUST be confirmed and a usage agreement established.



..Frequently Asked Questions

What happens if we don't receive the full amount we asked for?

Live Here Love Here expect your project to be scalable to enable you to successfully deliver your project. This means if you are awarded a lesser amount than requested, you must be able to deliver the project benefit proportionate to the amount awarded.

We're applying to multiple funding avenues; will this hamper my chances of getting funding?

If you can demonstrate how the Live Here Love Here Small Grants project will be a stand-alone element of a wider funded project, then it can be considered for this funding.

Is maintenance of previous projects something that will be considered?

In general, funding should be for new projects. This may include applicants who wish to develop phase 2 or phase 3 of a project. Funding for maintenance costs or items that have been funded in the past (e.g. the same tools or equipment) will not be considered.

Can I submit multiple applications?

No, only one application per group is allowed.



Why aren't grants available in my Council area?

Unfortunately, Causeway Coast and Glens & Derry City and Strabane Council areas are not supporting the Live Here Love Here programme this year.

Where can we get resources to support our project?

Please check out our Biodiversity Recovery page [HERE](#)

The Live Here Love Here YouTube channel has helpful videos [HERE](#)

Email: smallgrants@liveherelovehere.org | Website: liveherelovehere.org.

