



**LIVE
HERE
LOVE
HERE**



**SMALL
GRANTS
SCHEME**

Guidance Notes 2025-26



**Belfast
City Council**



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



**Housing
Executive**



**Mid & East
Antrim
Borough Council**

Index

<u>Introduction</u>	<u>3</u>
<u>Eligibility</u>	<u>4</u>
<u>What the Scheme funds</u>	<u>5</u>
<u>What the Scheme does not fund</u>	<u>5</u>
<u>Important Information</u>	<u>6</u>
<u>Key Dates</u>	<u>7</u>
<u>Help and Support</u>	<u>8</u>
<u>FAQ's</u>	<u>9</u>

Introduction

You must read all the guidance notes before you complete an application.

The Live Here Love Here Small Grants Scheme aims to promote civic pride within communities and enhance the environmental quality of shared community spaces. The Small Grants Scheme is a partnership between local councils, Northern Ireland Housing Executive, Belfast Harbour and Keep Northern Ireland Beautiful.

This grant supports projects that:

- Increase civic pride and enhance the quality of local green spaces
- Transform underused areas into vibrant, valued community spaces
- Improve community health and wellbeing through the enhancement of public spaces
- Promote environmentally focused actions and boost local biodiversity



The project has developed a sense of civic pride in our community giving the people a real focus on environmental improvements and how this can enhance the entire area. The project also helped improve the Health & Wellbeing of people with disabilities and other health issues in the community."

Small Grant Recipient 2024/25



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

*We strongly encourage school groups to contact our Eco Schools department for additional support.

The Small Grants Scheme is open to all eligible groups, including those who have previously received grants through the scheme. Partnership working is strongly encouraged.

Only one application per group is permitted.

The Scheme is open to projects based across 10 partner council areas in Northern Ireland:



Projects in Causeway Coast and Glens Borough Council 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.
- Relate to environmental improvement in coastal areas or inland waterways

Note: Projects do not need to meet all the objectives, but in your application, you should indicate those objectives that they do meet.



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
- Professional labour fees of more than 30% of an awarded grant - the project must be volunteer led
- 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. All items purchased through the Small Grants Scheme must benefit all members of the community



Funding Info

- Grants are available from £500 - £3,000
- Non-constituted groups can request a maximum grant of £1,000
- 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

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 pre- project form, a project update halfway through the project delivery timeline and a post project evaluation.
- To ensure value for money, cost quotations are recommended at the application stage. Two written quotes are required for items £500 - £3,000. If paying a single supplier over £500, even for multiple and/or different items, a second alternative 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 may 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.

Please note: The judging panel's decision is final, and there is no appeals process. Due to the high volume of applications, we are unable to provide individual feedback.

Permission

It is your responsibility to ensure that all necessary permissions, consents, and legal requirements are in place before accepting your grant.

If your project is located on land not owned or managed by your group, you must be able to provide evidence of permission from the landowner.

Insurance

It is your responsibility to ensure that all site activities, works, and any assets purchased or installed through this project are fully and appropriately insured, including public liability, employer liability, or any other relevant coverage.

Live Here Love Here does not provide insurance or indemnity for you, your employees, or volunteers. We accept no legal liability for any acts or omissions related to the delivery of work funded by this grant.

Assessment

Applications will be assessed in line with the objectives of the Scheme (outlined above).

The track record of groups that have previously received Live Here Love Here funding may be taken into consideration.

Higher levels of funding will be awarded only to outstanding projects that demonstrate exceptional impact, value, and community benefit.

Key Dates

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

Applications Open

16th July 2025

Applications Close

18th August 2025

Letters of Offer Issued

Mid-September 2025

Grant Acceptance Deadline

Within 2 weeks of Letter of Offer

Deadline for all Purchases

28th February 2026

Claim Submission Deadline

28th February 2026

Project Completion Deadline

31st March 2026

Please note: Grants not accepted within specified timeframes will expire, and the funds will be reallocated.

Help and Support

The Live Here Love Here team aim to support you along your project journey, however as a small team, 1-2-1 support is not always possible. The resources and support information including FAQ's below, has been created to answer the majority of questions you may have. Please make use of this information in the first instance.

All information including inspiration to get started, from previously funded projects can be accessed on the Small Grants Scheme website [here](#).

The Live Here Love Here *Connecting Communities 2025* roadshow events provide an in-person opportunity to meet the Live Here Love Here team, ask questions and get advice on your Small Grant Scheme application. Find your local event [here](#).

A support webinar will take place on *05/08/25 at 6.30pm* to support you on your application. Book your place [here](#).



Frequent Asked Questions

How do we apply?

Applications must be submitted through [our online grant portal](#). The application form will open at 9:00am on 16 July 2025. Read the guidance notes provided to help your application before submitting.

Before accessing the form, you will be required to answer a few questions to confirm your eligibility.

Once your application is complete and submitted, you will receive a confirmation email. You will be notified of the outcome after your application has been assessed. Please check your email regularly for updates on the status of your application.

Can schools apply, and will school grounds be seen as a public space?

Schools are eligible to apply to the Small Grants Scheme; however, you must clearly demonstrate community involvement and the wider benefit to the local area.

If you are required to, or intend to, make purchases through the Education Authority, this must be stated in your application, as additional compliance steps may apply.

We strongly encourage schools to work in partnership with local community groups to help bring your project to life and maximise its impact.

Can a newly formed group or group of individuals apply?

Yes, Live Here Love Here welcome applications from newly formed groups or volunteer groups of individuals working together to deliver a positive impact in their community.

Groups do not need to be formally constituted; however, if your group is not constituted, the maximum funding available is £1,000 and additional verifications checks will be required.

Before starting your project, you must ensure that your group has the appropriate permissions and insurance in place.

How do we pay for our project?

You can request 70% of your awarded grant funding in advance, before your project begins. The remaining 30% must initially be covered by your group, with Live Here Love Here reimbursing this amount once all required claim documents have been submitted.

Alternatively, you may choose to claim the full grant amount in one payment after your project is complete, by submitting all necessary claim documentation.

Frequent Asked Questions

Does the project site need to be publicly accessible?

Yes, your project site must be publicly accessible to be eligible for funding. For the purposes of this grant, school grounds, church grounds, and sports facilities are considered publicly accessible.

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

No, ownership is not required; however, approved land permission and a usage agreement must be confirmed before funding can be granted.

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

Live Here Love Here expects projects to be scalable, meaning you should be able to adjust your plans to deliver a version of the project that is proportionate to the funding awarded.

If you receive less than the amount requested, you must still be able to demonstrate meaningful community benefit aligned with the reduced grant.

Can we apply to other funding streams at the same time?

If you can demonstrate that the Small Grants project is a stand-alone element within a larger funded project, it may be considered eligible for funding.

Is maintenance of previous projects something that will be considered?

In general, funding is intended for new projects. This can include applicants seeking to develop phase 2 or phase 3 of an existing project.

However, funding will not be provided for maintenance costs or for items that have previously been funded, such as the same tools or equipment.

Can I submit multiple applications to the Small Grants Scheme?

No, only one application per group is permitted.

Where can we get resources to support our project?

Explore a variety of resources on our website [here](#). You can also find helpful videos on our YouTube channel—watch them [here](#).