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**School Pollinator Garden Grants Scheme 2022
Application Guidance Notes**

*Thanks to
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: schoolpollinatorgrants@liveherelovehere.org

Web: www.liveherelovehere.org/schoolpollinatorgrants

Thank you for your interest in the Live Here Love Here¹ School Pollinator Garden 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

1. INTRODUCTION

The Live Here Love Here School Pollinator Garden 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 School Pollinator Garden grants scheme will provide capital grants from **£3,000 to £12,000** covering **100% of costs** to schools, colleges and universities wishing to establish, enhance or develop a pollinator garden and increase pollinator-friendly land management techniques. The scope of the grants covers projects in **both rural and urban settings**.

A School 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 school, college or university. The garden **must** have elements that provide food and shelter 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 such as the provision of seats, picnic tables, paths and fencing. All work carried out will act as evidence towards the International Green Flag award for both the Eco-Schools and Eco-Campus Programmes.

The School Pollinator Garden grants will support schools/colleges/universities to:

- Increase the biodiversity value of an area by planting for pollinators.
- Transform unused spaces into valued environment, adding habitats and greening-up grey spaces.
- Create a positive legacy.
- Improve the health and wellbeing of pupils and students by helping to improve and/or maintain the quality of educational spaces.
- Increase civic pride through a programme of pupil and student engagement.
- Improve the quality of their local environment by changing behaviour to reduce the incidence of littering and anti-social behaviour.

2. ELIGIBILITY

The Scheme is open to any educational establishment registered with the Department of Education in a rural or urban area. These include:

- Pre-Schools
- Primary Schools
- Post-Primary Schools
- Further Education Colleges
- Universities

Applications demonstrating partnership working with the wider community are welcomed. Physical improvements must take place within school or campus grounds. This can be on land owned or leased by the school.

The Grant Scheme is not open to:

- Education providers not registered with the Department of Education
- Schools who were awarded a grant through the Rural Community Pollinator Scheme in 2021-2022

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

3. WHAT TYPE OF PROJECTS WILL THE SCHEME CONSIDER?

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

- (a) Enhance the environmental quality of school grounds or campus by planting a variety of plants for pollinators.
- (b) Changes to current management programme to plant, create or manage areas to encourage natural regeneration of land.
- (c) Improve access to, and quality of, outdoor spaces for pupils/students to be closer to nature.
- (d) Improve the health and wellbeing of pupils/students and biodiversity whilst helping to improve and/or maintain school grounds and campuses
- (e) Increasing the biodiversity value of an area by re-introducing native species and removal of invasive plant species.
- (f) Provide opportunities for outdoor learning

Applicants should note that projects do not need to meet all the objectives but applications should strongly indicate all those that are being met.

Applicants should also demonstrate:

- How they will maintain the areas planted in the 3 years following planting.
- How pupils/students will be engaged in the project
- The amount of funding requested for capital items is proportionate to the level of pollinating plants being planted.

Examples of eligible projects:

- Creation of native wildflower meadows / patches
- Planting for pollinators – native wildflower seeds & plugs, shrubs, fruiting bushes, native trees & fruit trees, hedging.
- Natural regeneration of meadows through grass management
- Removal of invasive species (not through chemical treatment)
- Infrastructure to improve access – new paths or upgrading current informal paths.
- Street furniture – benches, picnic tables, signs, fencing
- Handtools for maintaining projects
- Habitats – including bird/bat/bug boxes
- Food growing projects
- Green Roofs

Workshops and/or training are eligible to support the delivery of the project and increase relevant knowledge and skills. Professional fees cannot exceed 30% of the overall project budget (including site work).

Projects will be assessed in the following areas:

- Meeting objectives of the School Pollinator Garden Grant scheme (above)
- Level of impact on pupils and pollinators
- Opportunities for engagement
- Ratio of infrastructure to improvements for pollinators
- Value for money

What the scheme won't fund

The primary focus of the School Pollinator Garden grants is to increase the quality of greenspaces for pollinators.

While the items below may be part of your project, the School Pollinator Garden grants scheme will **not** fund these items:

- Professional fees more than 30% of an awarded grant (including training, workshops and site work)
- Physical projects outside school grounds/campus
- Project delivery running costs – eg salaries, insurance, mileage, office overheads
- 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
- Compost other than peat free or reduced peat content
- Excessive infrastructure or machinery costs
- Ongoing maintenance costs

4. VALUE OF GRANTS AWARDED

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

Grants are available to cover 100% of costs.

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. Applications are made by creating a profile on the Live Here Love Here website.

One application will be accepted from each profile.

5. APPLICATION PROCESS

Completed applications must be submitted by 12 noon on Thursday 28th April 2022.
Applications received after this deadline will not be considered.

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

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 schools. A second contact within your school is required at application stage to ensure we can contact your school throughout the grant process.

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: schoolpollinatorgrants@livehereandlovehere.org

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

Live Here Love Here will facilitate information webinars and 1:2:1 Q&A sessions during the application process to support applicants. This will include advice on biodiversity recovery and ideas for projects. Applicants are strongly advised to attend these sessions or view on the Live Here Love Here You Tube channel when available.

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

Evidence of landowner permission is essential at the application stage. The project cannot be on privately owned land and accessibility in terms of opening hours and visitor mobility will be a consideration. It is your responsibility to ensure that all permissions, consents, legal requirements, etc. are complied with before you commence your application.

Insurance

It is your responsibility to ensure that all activities site works, 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.

6. PROJECT DELIVERY

Your project must start within one month 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(s). Similarly, after you confirm your project is completed 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

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 submitted **online** by noon on **27th February 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 may be able to claim 50% of funding upfront with the further installments 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 individual items under £500
- Two written quotes for items £500 to £5,000
- Tender process is required for individual items or services £5000 and over

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.

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

Email: schoolpollinatorgrants@livehereandlovehere.org

Important Dates for the School Pollinator Garden Grants Scheme:

Application Stage	Deadline
Fund Opens	Monday 4 th April 2022
Fund closes for applications	Thursday 28 th April 2022
Project Completed & Financial Claims Submitted	Noon 27 th February 2023