



Happy Older People

Promoting age-friendly arts participation

HOP Pots small grants scheme

Guidance for applicants

'HOP Pot' small grants enable a variety of diverse organisations to engage older people with arts and cultural projects across the Liverpool City Region.

Funded by National Museums Liverpool, 'HOP Pots' of up to £300 each are available to put towards new partnership projects developed by an arts or cultural organisation working alongside a community/older people-focused organisation to help make it easier for older people to access the arts.

Previous HOP-funded projects have achieved a variety of outcomes, including a reduction in social isolation by facilitating activities outside the home, improved mental stimulation, increased levels of physical activity and breaking down barriers for older people using new technology.

'HOP Pot' grants have funded some fantastic projects including intergenerational Chinese New Year Celebrations at a day centre, a local history-themed reading group, and African and Caribbean dance workshops for older adults.

Making an application

Applications must be submitted by an arts/cultural organisation and community/older people-focused organisation working in partnership (either organisation may make the application).

When you have submitted your application we will let you know that we have received it. Unless we have additional questions regarding your application it is unlikely that we will contact you until a decision has been made.

We are looking for projects which demonstrate the following values:

Ownership: projects with themes and activities which are guided by the participants' interests, skills or desire to have a go at something new

Collaboration: organisations working together in new ways, or for the first time, with the potential for creating ongoing relationships

Innovation: creation of new activities and testing out new ways to engage older people with culture or bringing together existing offers in the community in a new and exciting way

Added Value: use of the HOP Pot fund to add value to existing resources and assets

Live Well: enables older people to live well through arts and cultural activities, practices and engagement

Please submit your application by Wednesday 24 October to emma.riley@liverpoolmuseums.org.uk or by post to Emma Riley, World Museum, William Brown Street, Liverpool, L3 8EN.

Judging your application

Applications will be judged by a panel consisting of the HOP Network Coordinator, a representative from National Museums Liverpool and a number of older people who are members of the network.

Grant applications will be judged on the basis of:

- How closely they align to HOP [Vision and Values](#)
- A demonstration that the projects are innovative and involve trying out new ideas
- The quality of cultural experience offered to older people
- Supporting new partnerships and collaborations to flourish
- A demonstration of value for money, and use of the fund to add value to existing resources
- How the project breaks down barriers older people face in accessing cultural provision

Terms of grant

If your application is successful you will need to comply with the terms of grant for 12 months after the project completion.

1. Membership

Applicants for the HOP Pot small grants scheme must join the HOP network membership.

2. Project activity

Funds must be used for new, additional activity, and not as a replacement for core funding.

Activity must be delivered by 10 January 2018.

3. Promotion of your HOP Pot grant

Successful applicants commit to acknowledging HOP and National Museums Liverpool where possible. You will be expected to feature the HOP and National Museums Liverpool branding at your project and on promotional materials, on your website and in any press coverage. All materials must be shared with the HOP Network Coordinator for approval.

4. Photography

Successful applicants should indicate a suitable session / time during the project when a HOP photographer would be able to attend. This will enable us to document the projects. If a specific session cannot be confirmed at application stage, please give as much detail as possible as to whether there is a particular week / month that would work for you.

5. Evaluation

HOP Pot projects agree to contribute to the HOP evaluation, which will include providing details of the activity sessions which have taken place, comments about the overall success of the activity and quotes from participants and key stakeholders.

After your project has been delivered the HOP Network Coordinator will contact you to complete a short evaluation in your own words.

You will also record the number of unique visitors to your activity sessions and feed back in to HOP as required.

6. Evidence

We will ask to see evidence that you have spent your grant, in the form of receipts and invoices. Payment will be received after the project has been completed.

7. Advocacy

Successful applicants should make themselves available to attend HOP

network meetings to give a short presentation about their project within six months of completion.

Grant payment process

Successful applicants will be asked to complete a new supplier form to be submitted to National Museums Liverpool as soon as possible. Any delay in the form being submitted may impact on the grant payment.

Once the new supplier form has been processed you will be asked to submit a grant claim form with evidence of your spend.

Payment will be made by National Museums Liverpool to the nominated bank account.

This process will be managed by the HOP Network Coordinator.

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