



Happy Older People

Promoting age-friendly arts participation

HOP Pots small grants scheme May 2019

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.

The theme for this round of grants is '**Intergenerational**'. Where possible, we would like to see projects which bring together different generations and celebrate the

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creativity of older people. Do not worry if your project idea does not fit this theme. We are still keen to see you apply.

We are looking for projects which demonstrate the following values:

Ownership and active participation: projects with themes and activities which are guided by the participants' interests, skills or desire to have a go at something new. The participants are actively involved in the creative activity rather than simply spectating.

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 31 May 2019 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, another representative from National Museums Liverpool, Young at Art project partners and members of the HOP steering group.

Grant applications will be judged on the basis of:

- How closely they align to HOP [Vision and Values](https://happyolderpeople.com/about/vision-values-and-aims/) (<https://happyolderpeople.com/about/vision-values-and-aims/>)
- 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

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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 18 September 2019.

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-commissioned 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. All participants will be asked to complete a photography permission form to ensure we comply with data protection regulations.

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, number of attendees at each session, comments about the overall success of the activity and quotes from participants and key stakeholders. After your

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

Applicants also agree to contribute to the wider Young at Art project evaluation, in partnership with FACT and Open Eye Gallery. The requirements are:

- Number of unique participants at each activity session
- First two digits of participant postcodes at each activity session
- Participants are to complete a Young at Art questionnaire at each session

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 share bank account details with National Museums Liverpool for payment to be made. Any delay in details being shared may impact on the grant payment.

Once project activity has taken place 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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