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**Places & Spaces Programme**

This programme is designed to promote development of community led environmental places and spaces in the Borough that are safe and welcoming.  It is also designed to build skills, knowledge and capacity of participants so that projects can be sustained upon completion of the programme.

**Through the Places and Spaces Programme, Community Groups will have access to the following:**

* Horticulture/environmental expertise to advise, build capacity and guide development of outside space for community use
* Materials and equipment, up to a value of £900, to support the development of an outside space for community use (See Appendix 1)
* A lockable garden storage box and first aid kit
* Health and safety training (first aid, manual handling and risk assessment training) *please note that attendance at these workshops is mandatory by* ***two*** *members of your group*

**Programme Criteria**

* Constituted Community Group within the Armagh City Banbridge and Craigavon Borough Council area
* Groups must have capacity to commit to the full programme
* Groups must be open to all sections of the community
* Groups must have appropriate insurance to cover required activities. Minimum insurance limits are as follows:
  + Public Liability £5 million
  + Employers Liability £5 million (where applicable)
* Groups must have necessary land ownership/lease/permission from the landowner to carry out activities

**Groups must provide a copy of the following:**

* A copy of your constitution
* A map clearly outlining the area where the project is taking place (Internet maps/photograph of the area will be accepted)

*Please remember to include the above evidence with your application, or it will not be considered.*

The programme will be delivered in the Armagh City, Banbridge and Craigavon Borough between March and June 2022.

Deadline for receipt of application forms is **Friday 18th February 2022 at 4pm** and the programme will begin the week commencing 7th March 2022

**Armagh City, Banbridge and Craigavon Borough Council**

**A. ABOUT YOUR ORGANISATION**

1. **Name of Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Contact Details**

Title: \_\_\_\_\_\_\_ First Name: Surname:

Position held in organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode:

Telephone Number:

Email Address:

1. **Governance**

Please confirm that you can provide a copy of your group’s constitution

Yes No

Please confirm that you have, or are willing to obtain, Public Liability Insurance with a minimum cover of £5 million

If applicable, please confirm that you have, or are willing to obtain, Employers Liability Insurance with a minimum cover of £5 million

Please confirm that your group holds the required permissions for an environmental project Please tick below:

Lease

Letter from the landowner confirming permission to carry out this work

Proof of ownership

Please confirm that your group has a safeguarding policy if your project involves children, young people or vulnerable adults or there is a possibility of children, young people or vulnerable adults going to your activities e.g. workshops, event etc.

*Please note that if you do not hold a safeguarding policy,* ***two*** *members of your group will be required to attend safeguarding training, provided as part of this programme, prior to commencement of facilitated support.*

Please confirm that Access NI checks have been or will be completed on all staff and volunteers where appropriate

Please confirm that the group has or will have completed any relevant risk assessments that your activities may require

*Please note that if you do not hold an appropriate risk assessment,* ***two*** *members of your group will be required to attend risk assessment training, provided as part of this programme, and complete a risk assessment prior to commencement of facilitated support.*

You do not need to include a copy of your safeguarding policy, insurance, risk assessments, proof of land ownership/permissions or confirmation of Access NI checks, but they may be requested at any time and may be required if your application is successful.

**B. ABOUT YOUR PROJECT**

1. How many people involved in your organisation will contribute to this project?

2. Please provide a brief description of your group’s activities and how access to mentoring, training and/or equipment would benefit your group

3. Please outline your organisation’s plan of action for the area (including relevant maps) and how the area will be maintained after the project has been completed:

4. Please outline how the work of your group will make a difference to your local environment and involve your local community

**C. DECLARATION**

I confirm that, to the best of my knowledge, all the details provided in this application are accurate. I understand that Council may ask for additional information at any stage of the application process.

Signed Date

Name Position

*The Council, which you are submitting this information to, collects data for the purposes of the management and delivery of the ‘Places and Spaces’ programme. This programme is delivered through the Community Development & Good Relations Team and data will be shared with the external organisation responsible for managing and delivering this project. Personal data submitted for the purposes of the Community Development Department functions will be retained securely and in line with Council’s Records Retention and Disposal Schedule. We will not disclose your personal data to other persons or organisations not involved in this project, however, we may have to disclose where a disclosure is required by law.*

*With regard to the Community Development Database, please tick here if you are happy to have your information/personal details included on the database to receive information from ABC Council which related to the Community Development Matters*

**NB. Groups/Organisations must note that this is a preliminary application form and all sections must be completed and returned by the specified deadline. Any applications returned after the specified deadline or not fully completed will eliminate the candidate from the process.**

Once all of the applications have been assessed, the successful groups will be notified via email.

All application forms are to be submitted via email to: [Glen.Dickson@armaghbanbridgecraigavon.gov.uk](mailto:Glen.Dickson@armaghbanbridgecraigavon.gov.uk) by no later than **4pm on Friday 18th February 2022.** Any applications received after this deadline will be deemed ineligible, as will any hard copy applications submitted by post.

**APPENDIX 1**

List of eligible resources

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| TOOLS |
| Large Plastic Wheelbarrow |
| Spade (square mouth digging spade) |
| Fork (digging fork) |
| Long Handled Hoe |
| Long Handled Rake |
| Long Handled Garden Brush |
| Long tail shovel |
| Long Tail Shovel |
| Hose Inc. reel & fittings |
| Hand Secateurs |
| Hand Shears |
| Loppers |
| Plastic 10L Watering Can |
| Hand trowel |
| Hand fork |
| Plastic bucket- Approx. 12-14L |

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| PPE |
| Gardening Gloves |
| Safety Glasses |
| Knee Mats |

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| POTS, PLANTS & SEEDS |
| Vegetable seeds |
| Flower seeds |
| Fruit bushes (strawberry, blackberry etc.) |
| Bedding Plants |
| Garden Shrubs |
| Compost 50L Bag |
| Small Plastic Grow Pots |

\*Subject to availability