

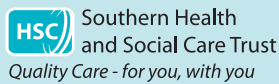
TAKE500+

YOUR COMMUNITY, YOUR VOICE, YOUR CHOICE!

GUIDANCE NOTES AND APPLICATION FORM 2026



Take500+ is a project of ABC Community Planning Partnership





YOUR COMMUNITY, YOUR VOICE, YOUR CHOICE!

Do you have an idea that you feel would have a positive impact on your community?
Do you think this idea could be turned into a project and brought to life?
If so, look no further than the 'Tak£500+' Participatory Budgeting (PB) fund.

WHAT IS TAK£500+?

Tak£500+ is a Participatory Budgeting process which means that local people get to decide how public funds are used to address needs in their area. Community Planning Partners have pooled their resources to fund community projects.

Communities can apply for up to £1000 for a project they think will benefit their area - and best of all, it is the local residents who decide which projects receive the funding!

WHO CAN APPLY?

The fund is open to everyone.

- Applications are welcome from **constituted and non-constituted groups**.
- Each group must have **at least three members**.
- Children and young people aged eight and above can also form a group and apply for funding. If you are under 18 you must:
 - have an **adult sponsor** to support the application and delivery of the project
 - have a **parent/guardian sign the application form** (more details overleaf)
- If your group is not constituted, you will need to be sponsored by a constituted group or organisation. (more details overleaf)
- Only **one application per organisation/umbrella group** will be accepted. If more than one is received, you will be asked to select the one you want considered.

HOW DOES IT WORK?

You can apply for up to £1000 to pay for things such as online activities, equipment, events, tutors or facilitators, venue hire and other creative, innovative ideas that meet community needs.

All ideas must be based around the **'Take 5 Steps to Wellbeing'**. These are five simple steps to help maintain and improve your wellbeing on a daily basis.

CONNECT

With the people around you, family, friends, colleagues and neighbours and spend time developing them. Building these connections will support and enrich you every day.

BE ACTIVE

Go for a walk or run, cycle, play a game, garden or dance – even a short 10-minute walk can improve mental alertness and wellbeing.

TAKE NOTICE

Of the world around you, how you are feeling, what matters to you and reflect on your experiences.

KEEP LEARNING

Don't be afraid to try something new, rediscover an old hobby or sign up for a course. Learning new things will make you more confident, as well as being fun.

GIVE

Do something nice for a friend or stranger, thank someone, smile, volunteer your time or consider joining a community group.

WHAT CANNOT BE FUNDED

The PB Working Group cannot fund:

- personal payments
- alcohol
- political activities
- items or activities already funded elsewhere
- projects that have already taken place

If you are unsure, please get in touch.

HOW DOES THE PROCESS WORK?

STAGE ONE ELIGIBILITY CHECK

The PB Working Group of community planning partners will review your ideas against the following criteria to ensure they are:

- safe
- legal
- feasible (deliverable within the budget and timeframe)
- beneficial to people in the Armagh, Banbridge and Craigavon Borough
- aligned with one or more Take 5 Steps to Wellbeing and the overall ethos of Take 5

Only applications submitted **before the deadline** will be considered.

HOW TO APPLY?

Applications open **Monday 13 April 2026** and close at **midnight on Sunday 10 May 2026**.

You can apply in any of the following ways:

ONLINE

Complete the online application form at armaghbanbridgecraigavon.gov.uk/take500plus

EMAIL

Download a form from the website and email your completed copy to:

✉ PB@armaghbanbridgecraigavon.gov.uk

POST

Send hard copy applications to:

Community Planning Office
Armagh City, Banbridge and Craigavon Borough Council
Civic Building
Downshire Road
Banbridge
BT32 3JY

Hard copies are available on request from a PB Working Group member.

INFORMATION SESSIONS

In person sessions

Tuesday 21 April, 7.00pm - 8.00pm,
The Old Courthouse Markethill

Wednesday 22 April, 7.00pm - 8.00pm,
Craigavon Golf and Ski Centre

Thursday 23 April, 7.00pm - 8.00pm,
Bowling Pavilion, Lurgan Road, Dromore

Online (Zoom) sessions

Thursday 16 April, 7.00pm - 8.00pm

Friday 17 April, 10.30am - 11.30am

Monday 20 April, 2.30pm - 3.30pm

Wednesday 29 April, 4.00pm - 5.00pm

Register and find details at:

🌐 armaghbanbridgecraigavon.gov.uk/take500plus

Telephone support is also available through PB Working Group members.

Applicants need to ensure that they demonstrate through the application process that their project fits within the themes and eligibility criteria. The Working Group's decision is final. Applications submitted after the deadline will not be considered.

WHAT HAPPENS AFTER YOU APPLY?

Your idea will be checked by the PB Working Group and if your project meets the eligibility criteria, you will move on to **Stage Two**.

STAGE TWO MARKET STALL & DECISION MAKING EVENTS

You will be asked to showcase your idea to the community at one of the public voting events. This will be "market stall" to showcase their project and encourage voters to support them.

VOTING EVENTS

Voting takes place in person:

Saturday 30 May 2026, 10.00am - 2.00pm
South Lake Leisure Centre, Craigavon

Saturday 6 June 2026, 10.00am - 2.00pm
Banbridge Leisure Centre

Saturday 13 June 2026, 10.00am - 2.00pm
Armagh City Hotel

Everyone aged 8+ gets a set number of votes.

You can vote for your own idea, but make sure you use all your votes on different projects—otherwise your vote won't count.

Projects with the highest number of votes will receive up to £1,000.

Successful groups will receive a letter of offer shortly after each event. Groups that are unsuccessful this time will be offered advice and support.

WHEN DO PROJECTS HAVE TO BE DELIVERED?

Successful projects have to be delivered by 14th January 2027, and you will also be required to attend a community celebration event in March 2027. At this event, you will be asked to deliver a two-minute presentation to others at your table on how your project has benefitted your community. Please note, attendance at the celebration event is a condition of the funding.



**TO APPLY ONLINE
SCAN THE QR CODE**

FURTHER INFORMATION & SUPPORT

A full list of PB Working Group contacts is available below. If you have any questions about applying for funding, would like more information or some help with your application, please don't hesitate to get in touch by contacting a member of the PB Working Group.

Adrian Hutchinson	Education Authority – Youth Services	adrian.hutchinson@eani.org.uk
Agnieszka Judkiewicz	SHSCT	agnieszka.Judkiewicz@southerntrust.hscni.net
Alison Beattie	ABC Council	alison.beattie@armaghbanbridgecraigavon.gov.uk
Aoife Cleland	ABC Council	aoife.cleland@armaghbanbridgecraigavon.gov.uk
Ashleigh Campbell	ABC Council	ashleigh.campbell@armaghbanbridgecraigavon.gov.uk
Clive Bowles	Portadown Rugby Football Club	02838 330 295 / 07709 166 333
Conleth Donnelly	Sport NI	conlethdonnelly@sportni.net
Debbie Smith	SHSCT	debbie.smith@southerntrust.hscni.net
Donna Stewart	Craigavon Banbridge Volunteer Bureau	info@youcanhelp2.org
Elaine Devlin	ABC Council	07771 794 988
Emma Brannigan	ABC Community Network	07729 357 403
Emma O'Carroll	ABC Council	07385 083 814
Frances Haughey	ABC Council	07500 772 905
Jamie Greer	Volunteer Now	07850 851 824
Jennie Dunlop	ABC Council	07795 257 261
Joanne Curran	Armagh Rural Transport	joanne@armaghrruraltransport.com
Jude Meakin	Arbour Housing	judith@arbourhousing.org
Karen Maguire	The Cedar Foundation	k.maguire@cedar-foundation.org
Karen Ross	PSNI	
Kevin Quigley	Education Authority – Youth Services	kevin.quigley@eani.org.uk
Laura O'Hagan	ABC Council	07436 537 846
Mark Doran	ABC Council	07502 363 534
Michelle Hazlett	NIHE	michelle.hazlett@nihe.gov.uk
Michelle Markey	ABC Council	michelle.markey@armaghbanbridgecraigavon.gov.uk
Patrice McKeown	Arbour Housing	patrice@arbourhousing.org
Raquel Rodrigues Keenan	Volunteer Now	raquel.rodrigues.keenan@volunteernow.co.uk
Sarah Cargill (heritage related projects)	ABC Heritage Places	sarah.cargill@armaghbanbridgecraigavon.gov.uk
Sarah Muldoon	Education Authority – Youth Services	sarah.muldoon@eani.org.uk
Sinéad McParland	SHSCT	sinead.mcparland@southerntrust.hscni.net
Stephanie Rock	ABC Council	07825 010 630
Stephen Fields	West Armagh Consortium	07759 949 314
Stephen Harland	Ark Housing	stephen.harland@arkhousing.co.uk;
Tammy Rountree	Choice Housing	07841 438 650
Tracey Powell	SHSCT	tracey.powell@southerntrust.hscni.net ; or 028 37564495
Vicki Titterington	Linking Generations	vicki@linkinggenerationsni.com

ADULT SPONSORS

If you are under 18 years old, we ask you to nominate an adult sponsor - someone who can help you develop and deliver your idea and overcome any problems you may encounter. Your sponsor could be a family member, friend, teacher or youth worker.

If you agree to be an adult sponsor you are agreeing to support the young person's application and give them any help and advice they may need to make their idea a success.

We are here to help throughout the funding period should you or the young person you are sponsoring need any help, advice or support.

GROUP SPONSORS

If your group is not constituted, we ask you to name a constituted group or organisation who will sponsor your project, as funds cannot be paid into a personal bank account. If you agree to become a local sponsor you are agreeing to receive funds on their behalf and pass them to the successful group to enable them to deliver on their project.

PRIVACY

You can find the privacy statement relating to Take£500+ applications via

armaghbanbridgecraigavon.gov.uk/take500plus



APPLICATION FORM

If you have any questions about applying for funding, would like more information or some help with your application, please don't hesitate to get in touch by contacting a member of the PB Working Group. All contact details can be found at armaghbanbridgecraigavon.gov.uk/take500plus

1. CONTACT DETAILS

Name of Group/Organisation

Please note this will be the name on the voting form.

Contact person

Address

Postcode

Telephone

Email

Please disclose if you require any additional support throughout process? Yes No

If yes please provide more details:

Is your group: Constituted group Non-constituted group

If you are a constituted group you must provide a copy of your constitution or governing document with your application.

I have attached a copy

If you are a non-constituted group, you need to provide the details of a sponsor overleaf.

2. PROJECT DETAILS

Project name

Please note this will be the name on the voting form.

When will you deliver your project*

Please confirm you can deliver your project by 14 January 2027 Yes No

*Must be completed by 14 January 2027.

Please specify which area your project will take place (select one)

Armagh Banbridge Craigavon

Please specify the postcode of your project

Please tick the relevant theme(s) that your project relates to

- Connect Be Active Take Notice
 Give Keep Learning

Please describe your project and why it would be good for people in the borough

Please indicate the relevant focus your project relates to (tick all that apply)

- Heritage Younger People
 Older People Physical Activity
 Sports Good relations
 Intergenerational Other

Please indicate which of the following s.75 categories your project is intended to benefit*

- Religious belief Political opinion
 Racial group Age
 Marital status Sexual orientation
 Men and women generally Disability
 Dependants

*This allows us to determine if the projects are having a positive impact across all backgrounds. The information will never be used to identify you personally.

How much money do you need? (Remember you can bid for a maximum of £1000)

- £1000 £750 £500 Other

Please provide a rough breakdown of what you will spend the money on using the categories below

Category	Spend
Facilitators	£
Arts & Craft supplies	£
Sports equipment	£
Transport	£
Horticultural supplies	£
Venue hire	£
Other	£

(Please state the details)

APPLICATION FORM

3. SPONSOR DETAILS

If your group does not have a governing document or you are under the age of 18 years old this section needs to be completed. If you need help connecting with a community sponsor please get in touch with a member of the Tak£500+ working group.

COMMUNITY SPONSOR INFORMATION

Name of constituted group/organisation that agreed to sponsor your entry

Sponsor contact details

Print name

Signature

Address

Telephone

Email

ADULT SPONSOR INFORMATION

Name of constituted group/organisation that agreed to sponsor your entry

Adult sponsor contact details

Print name

Signature

Address

Telephone

Email

4. DECLARATION

By submitting your entry you are agreeing to the following statements:

- You have been authorised by your organisation/group to submit this entry.
- All information you have provided in the application is accurate and complete and you will notify us of any changes.
- If information about this application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy.
- You or your sponsor organisation will provide a copy of your (their) signed constitution or set of rules, public liability insurance and child protection/vulnerable adults policy (if applicable) upon request.
- Appropriate insurances are or will be in place by the commencement of the proposed activity.
- Any information you give us will be used during assessment and life of your project (if successful) to administer, evaluate and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult with when assessing the bids or who provide support with administration, monitoring or evaluation of the programme.
- Your views, ideas and proposals may appear in reports and press releases when we are promoting the project.
- As the project progresses, we may visit your project and we will be taking photos / video footage to promote current and future events on Armagh City, Banbridge and Craigavon Borough Council website and social media as well as distribution on other media as well as the sponsoring organisations websites and social media.

Final checklist

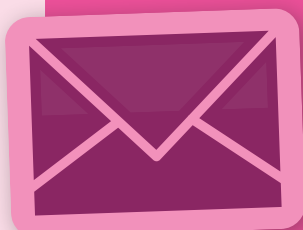
- I have read and understood the application guidance.
- There are 3 or more members in our group.
- The project will benefit the people in borough.
- The project is based on the "Take 5 Steps to Wellbeing".
- I confirm I am happy for the personal contact details shared in this form to be stored in a safe place and used to make contact with you about the Tak£500+ PB Fund. (We may share your details if you have asked us to connect you with a community sponsor.)
- I have included details of an adult/community sponsor (if required).
- I/or a representative will attend the Market Stall and Decision Making Event.
- I/or a representative will attend the Celebration Event. Attendance at the celebration event is a condition of the funding.

Print name

Signature

Date

Applicable only to applicants under 18 Parent/Guardian consent



RETURN TO:
Community Planning Office,
Armagh City, Banbridge and
Craigavon Borough Council
Civic Building, Downshire Road,
Banbridge, BT32 3JY