

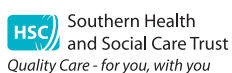


GUIDANCE NOTES 2023



Tak£500+ is a project of Armagh, Banbridge & Craigavon Community Planning Partnership.

Funding pool provided by:



Also supported by:



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 'Take500+' Participatory Budgeting (PB) fund.

WHAT IS TAKE500+?

Take500+ 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 should go ahead!

WHO CAN APPLY?

The fund is open to everyone

- Both constituted groups and non-constituted groups can apply for funding.
- There must be a minimum of three people per group.
- Each group can apply for one project per area (Armagh, Banbridge & Craigavon).
- Children and young people aged eight and above can also form a group and apply for funding. If you are under 18, you will need an Adult Sponsor to support your application and to help develop and deliver your idea. You will also need a parent or guardian to sign your application form (More details on this below).
- If your group is not constituted, you will need to be sponsored by a constituted group or organisation.
- A maximum of two applications can be received from groups from any one organisation or umbrella group e.g., if a Local Sports Club has Junior or Senior Groups or a Primary or Secondary School has multiple year groupings. If we receive more than three applications, we will contact you and ask you to choose which applications you want to be considered.

HOW DOES IT WORK?

You can apply for up to £1000 to pay for things such as activities, equipment, events, tutors, venue hire and other innovative ideas.

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.

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

- Safe
- Legal
- Feasible within budget and timeframe
- Will benefit people in the Armagh, Banbridge and Craigavon Borough
- In line with one or more of the Take 5 Steps to Wellbeing and in line with the overall ethos of Take 5.

Unfortunately, there are things we can't fund such as personal payments, alcohol, political activities, things you are already funded to deliver or that have already happened. If you are unsure, please contact us.



STAGE ONE – ELIGIBILITY

HOW TO APPLY?

Applications open on Monday 4 December for six weeks and will close at midnight on Thursday 18th January 2024. Applications can be submitted online, by email or in hard copy at this web address: www.armaghbanbridgecraigavon.gov.uk/take500plus/

1. **Online:** you can access the link to apply directly online at the website above
2. **Email:** download a form and email completed forms to communityplanning@armaghbanbridgecraigavon.gov.uk
3. **Print** a form and post to the address below. You can also contact a member of the PB Working Group- to request a hard copy application form.

Post hard copies to: **Community Planning Office, Armagh City, Banbridge and Craigavon Borough Council, Civic Building, Downshire Road, Banbridge, BT32 3JY.**

You can come along to any of our information sessions scheduled for:

- **Monday December 11th 2023, 7pm – 8pm: Chamber at the Palace Demesne, Armagh**
- **Tuesday December 12th 2023 7pm – 8pm: Chamber at the Civic Building, Banbridge**
- **Wednesday December 13th 2023, 7pm – 8pm: Craigavon Civic and Conference Centre**

Or join us online via zoom on the dates below:

- **Wednesday 13th December 2023, 10am – 11am**
- **Tuesday 9th January 2024, 10am – 11am**
- **Wednesday 10th January 2024, 2pm – 3pm**
- **Wednesday 10th January 2024, 7pm – 8pm**

To register to attend one of the above sessions or for more information, please see our dedicated website <https://www.armaghbanbridgecraigavon.gov.uk/take500plus/>

Telephone support is also available by contacting a member of the Take500+ PB working group, details outlined below.

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.

Projects must be submitted by the application deadline, those submitted after the deadline will not be considered.

WHAT HAPPENS NEXT?

Your idea will be checked by the PB Working Group to make sure that it meets the criteria (safe, legal, feasible within budget and timeframe, will benefit the people in Armagh, Banbridge and Craigavon Borough, in line with one or more of the Take 5 Steps to Wellbeing and the overall ethos of Take 5).

If you meet the simple criteria, you will then move onto Stage Two, where you will be asked to attend the Market Stall and Decision-Making Event.

Groups will be asked to showcase their idea to the community by putting together a 'market stall' detailing their idea and asking for support. Everyone aged eight and over can vote to support the project ideas they want to see happen

There will be three Market Stall and Decision-Making Events and voting will take place in person at each event listed below:

- **Saturday 24th February 2024, 10:30am – 2:30pm: Craigavon Civic Centre**
- **Saturday 2nd March 2024, 10:30am – 2:30pm: Armagh City Hotel**
- **Saturday 9th March 2024, 10:30am – 2:30pm: Banbridge Leisure Centre**

Voters will be given a specified number of votes – you can vote for your own project but you must also use your full allocation of votes to choose other projects too. Otherwise, your vote will be null and void.

The projects with the most public votes will be awarded up to £1000 to make their idea happen!

Successful projects will be notified by a letter of offer as soon as possible after each Decision-Making event. Groups that are unsuccessful this time will get advice and support.

WHEN DO PROJECTS HAVE TO BE DELIVERED?

Successful projects have to be delivered by 31st August 2024 and you will also be required to attend a community celebration event in September 2024. At this event, you will be asked to deliver a two-minute presentation on how your project has benefitted your community. Please note, attendance at the celebration event is a condition of the funding.

WANT MORE INFORMATION?

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.

Annette Blaney	ABC Council	07721 109762
Austin Kelly	Clanmil Housing	028 9087 6000/ 07711386882
Cathy Devlin	ABC Council	07796266194
Chris Leech	Craigavon Area Foodbank	07866605027
Clive Bowles	Portadown Rugby Football Club	02838330295/ 07709166333
Elaine Devlin	ABC Council	07771794988
Frances Haughey	ABC Council	07500772905
Jennie Dunlop	ABC Council	07795257261
Joan Noade	ABC Council	028 38311684 EXT 61546 / 07515607472
John Beattie	Triangle Housing	07715177221
Laura O'Hagan	ABC Council	078 5605 7091
Lynette Cooke	ABC Council	07721109759
Mark Doran	ABC Council	07502363534
Michelle Hazlett	NIHE	07771837356
Michelle Markey	ABC Council	0300 0300 900 / michelle.markey@armaghbanbridgecraigavon.gov.uk
Raquel Rodrigues Keenan	Volunteer Now	raquel.rodrigues.keenan@volunteernow.co.uk
Simon Sloan	DfC	07760858088
Stephanie Rock	ABC Council	07825010630
Stephen Fields	West Armagh Consortium	07759949314
Tracey Powell	SHSCT	028 37564495
Vicki Titterington	Linking Generations	vicki@bjf.org.uk
Valerie Maxwell	CYPSP	Valerie.Maxwell@hscni.net
Michael Devine	SHSCT	Michael.Devine@southerntrust.hscni.net
Dawn Vance	DfC	
Stephen Harland	Ark Housing	Stephen.Harland@arkhousing.co.uk

INFORMATION ON SPONSORS

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.

As a sponsor organisation you will be asked to provide a copy of your signed constitution or set of rules, you may also be asked to provide public liability insurance (if applicable) upon request

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 Tak£500+ applications via www.armaghbanbridgecraigavon.gov.uk/take500plus/