

TAKE500+

YOUR COMMUNITY, YOUR VOICE, YOUR CHOICE!

GUIDANCE 2022



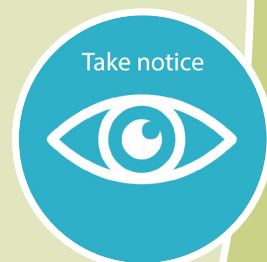
Connect



Keep learning



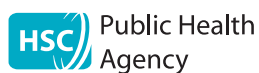
Be active



Take notice



Give



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 from

- 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, as funds cannot be paid into a personal bank account.
- 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 online 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 Take500+ 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 and things you are already funded to deliver. If you are unsure, please contact us.

Up to date information and guidance on Covid-19 is available here <https://www.publichealth.hscni.net/covid-19-coronavirus>.
All applications and programmes need to follow any current public health advice.

STAGE ONE – ELIGIBILITY

HOW TO APPLY?

Applications open on Monday 17th October 2022 for six weeks and will close at midnight on Friday 25th November 2022.

Apply online or access an application form at this web address:

<https://www.armaghbanbridgecraigavon.gov.uk/take500plus/>

1. **Online:** you can access a 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.**

Application forms must be accompanied by your organisation or your sponsor organisation's governing document. You can post or email your governing document to the address or email address above.

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

- **Monday 17th October, 7pm - 8pm: Craigavon Civic and Conference Centre**
- **Monday 17th October, 7pm - 8pm: Chamber at the Palace Demesne Armagh**
- **Wednesday 26th October, 7pm - 8pm: Banbridge Leisure Centre**
- **Wednesday 19th October, 10am - 11am: Online via Zoom**

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 Take500+ Working Group to make sure that it meets the 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 Ways 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 14th January 2023, 10:30am-3:30pm: Armagh City Hotel.

Saturday 21st January 2023, 10:30-3:30pm Banbridge Leisure Centre

Saturday 28th January 2023 10:30-3:30pm Craigavon (venue TBC)

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 the end of May 2023 and you will also be required to attend a community celebration event in June 2023. At this event, you will be asked to deliver a two-minute presentation on how your project has benefited 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 Tak£500+ working Group.

Vicki Titterington	Linking Generations	vicki@bjf.org.uk
Tracey Powell	SHSCT	028 37564495
Chris Leech	Craigavon Area Foodbank	07866605027
Stephen Fields	West Armagh Consortium	07759949314
Derek Browne	Business Partnership Alliance	07968343325
Michelle Hazlett	NIHE	07771837356
Lynette Cooke	ABC Council: PCSP	07721109759
Annette Blaney	ABC Council: PCSP	07721 109762
Edel Cunningham	Volunteer Now	07850851821
Clive Bowles	Portadown Rugby Football Club	07709166333
Simon Sloan	DFC	07760858088
Elaine Devlin	ABC Council	07771794988
Sophie Lester	ABC Council	07583019887
Laura O'Hagan	ABC Council	078 5605 7091
Cathy Devlin	ABC Council	07796266194
Frances Haughey	ABC Council	07500772905
Stephanie Rock	ABC Council	07825010630
Mark Doran	ABC Council	07502363534
Austin Kelly	Clanmil Housing	028 9087 6000 / 07711386882
Marion Graham	Triangle Housing	028 27666886 / 07525234417
Gerardette McVeigh	SHSCT	02837563949
John Beattie	Triangle Housing	07715177221
Jennie Dunlop	ABC Council	07795257261
Joan Noade	ABC Council	07515607472
Noreen O'Callaghan	ABC Council	028 4066 0600

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.

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+ at the link above