

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 TAKE500?

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 £500 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.
- 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. *(More details on this below).*
- If your group is not constituted, you will need to be sponsored by a constituted group or organisation. *(You can read more about Group Sponsors below)*

### HOW DOES IT WORK?

You can apply for up to £500 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 Ways of 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 Tak£500 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 Ways to Wellbeing

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.

**All applications and programmes need to follow current public health advice to prevent the spread of COVID-19 which can be found here <https://www.publichealth.hscni.net/covid-19-coronavirus>**

### STAGE ONE – ELIGIBILITY

#### HOW TO APPLY?

Applications open on Tuesday 29 September 2020 for four weeks and will close at midnight on Tuesday 27 October 2020. Please complete the form overleaf.

Completed forms can be emailed to [communityplanning@armaghbanbridgecraigavon.gov.uk](mailto:communityplanning@armaghbanbridgecraigavon.gov.uk). Hard copies will also be accepted by post to: **Community Planning Office, Armagh City, Banbridge and Craigavon Borough Council, Civic Building, Downshire Road, Banbridge, BT32 3JY.**

You can attend one of our online information sessions which will be held via zoom each Tuesday in October as listed below:

- Tuesday 06 October at 2.30pm
- Tuesday 13 October at 10.30am
- Tuesday 20 October at 7.30pm

To register to attend a session please contact us. Telephone support is also available by contacting a member of the Tak£500 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 listed on page 1.

If you meet the simple criteria shown above you will then move onto round two where you will be asked to submit a short video to showcase your project bid. Videos must be submitted by **Friday 20 November 2020**. Online public voting opens on **23 November** for 1 week. More information on this stage will be released in the coming weeks.

#### WHEN DO PROJECTS HAVE TO BE DELIVERED?

Successful projects have to be delivered by 31 March 2021 and you will also be required to attend a community celebration event in April 2021. 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. (This celebration event is dependent on the COVID-19 situation and alternative arrangements will be put in place if necessary).

### 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 TAKE500 Working Group.

• Elaine Devlin	ABC Council	077 7179 4988
• Lynette Cooke	ABC Council	028 3831 2529
• Chris Leech	CVSP/Craigavon Area Foodbank	078 6660 5027
• Debbie Smith	Southern Health & Social Care Trust	028 3756 3951
• Tracey Powell	Southern Health & Social Care Trust	028 3756 4495
• Michelle Hazlett	Northern Ireland Housing Executive	077 7183 7356
• Stephen Fields	CVSP/West Armagh Consortium	077 5994 9314
• Derek Brown	BPA/Social Enterprise	079 6834 3325
• Michelle Markey	ABC Council	028 4066 0644
• Marion Graham	Triangle Housing	078 9462 1807
• Clive Bowles	Portadown Rugby Football Club	028 3833 0295
• Laura O'Hagan	ABC Council	078 5605 7091
• Edel Cunningham	CVSP/Volunteer Now	079 5591 4206
• Gilbert Lee	CVSP/Banbridge Twinning Association	079 7020 0415
• Sinead Taylor	Southern Health & Social Care Trust	028 3756 2261
• Claire McAuley	Sport NI	claire.mcauley@sportni.net

### 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.

1. Contact Details	
Contact Person	
Address incl postcode	
Telephone	
Email	
Name of Group/Organisation	
Does your group have 3 or more members?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a written governing document e.g. constitution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If you tick YES, please include a copy when submitting your application. If you tick NO, you need to provide the details of a sponsor overleaf.</i>	
Are you over 18?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If you are under the age of 18 please ask a supporting adult to complete the online application form with you. If you are under 18 and are sharing your personal contact details you must get your parent/ guardian/ carer to provide consent by signing the application form. Details of the personal information gathered and purpose for which it will be used can be found on the council website at <a href="http://www.armaghbanbridgecraigavon.gov.uk/Take500">www.armaghbanbridgecraigavon.gov.uk/Take500</a>.</i>	

2. Project Details	
What is the name of your project, where and when will it take place?	
Will your project benefit people who live in Armagh City, Banbridge and Craigavon Borough? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please specify which district electoral area your project will take place (select one)	
Armagh <input type="checkbox"/> Banbridge <input type="checkbox"/> Craigavon <input type="checkbox"/> Cushier <input type="checkbox"/> Lurgan <input type="checkbox"/> Lagan River <input type="checkbox"/> Portadown <input type="checkbox"/>	
Please tick the relevant theme(s) that your project relates to	
Connect <input type="checkbox"/> Be Active <input type="checkbox"/> Take Notice <input type="checkbox"/> Keep Learning <input type="checkbox"/> Give <input type="checkbox"/>	
Please describe your project and why it would be good for the borough	
How much money do you need and how do you plan to spend it? (Remember you can bid for a maximum of £500. Give us a breakdown of your costs).	
When will you deliver your project (must be completed by 31st March 2021)	
Please confirm you can deliver your project by 31st March 2021 Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 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

PRINT NAME

SIGNATURE

Telephone

Email

#### Adult Sponsor Information

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

Adult Sponsor contact

PRINT NAME

SIGNATURE

Telephone

Email

### 4. Declaration

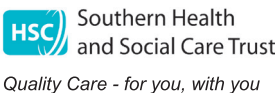
By submitting your entry you are agreeing to the following statements:

- 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 administrate, 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, administering the programme a monitoring and evaluation.
- Your views, ideas and proposals may appear in reports and press releases when we are promoting the project.
- As the project progresses 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
- The project will take place within the Armagh City, Banbridge and Craigavon Borough

<b>4. Declaration (continued)</b>	
<b>FINAL CHECKLIST</b>	
<input type="checkbox"/> I have read and understood the application guidance.	
<input type="checkbox"/> There are 3 or more members in our group.	
<input type="checkbox"/> The project will benefit the people in borough	
<input type="checkbox"/> 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. <i>(Your details will not be shared unless you have asked us to connect you with a community sponsor.)</i>	
<input type="checkbox"/> I have included details of an adult/community sponsor (if required).	
<input type="checkbox"/> I/ or a representative will attend the Celebration Event. Attendance at the celebration event is a condition of the funding. <b>Note: this celebration event is dependent on the COVID-19 situation and alternative arrangements will be put in place if necessary.</b>	
PRINT NAME	
SIGNATURE	DATE
Applicable only to applicants under 18 Parent/Guardian Consent	
<b>RETURN TO: Community Planning Office, Armagh City, Banbridge and Craigavon Borough Council, Civic Building, Downshire Road, Banbridge, BT32 3JY.</b>	



TAKE500 funding pool provided by:



Also supported by:

