



Community Space Improvement Project Guidance Notes

Before making your application, please take time to read these guidance notes to ensure that your project meets our criteria.

1. Before submitting your application

- Ensure that you have answered all questions on the form.
 - Answer all questions in full
- Ensure that you have read the checklist and provided all the required information.

2. Eligibility Criteria

Application form reference: Q1 You and Your Group and Q2 Your Community Space project

The Carillion Morgan Sindall Community Space Improvement Project is aimed at community groups that are based and provide community benefits within the corridor of the A6 to Manchester Airport Relief Road (A6MARR). Projects must:

- Result in improvement to a physical space which is freely accessible to the local community;
- Be located within 500m of the A6MARR (see map) OR be able to demonstrate significant benefit to communities within this zone;
- Primarily be in need of hard landscaping materials and/or labour.



Eligible applicants include:

- Community groups;
- Tenants and residents associations;

- Churches (as long as the project is not specifically for the promotion of religious beliefs);
- Schools (as long as the project will have some element of open access for the community);
- Youth groups.

The types of projects we might support are as follows:

- A new or improved foot or cycle path;
- Raised beds to develop a growing area;
- Decking areas.

3. What we look for in an application

The majority of our application form is self-explanatory but where we felt more guidance was needed we have included this below. 3.1 Application Form ref: Q1 You and Your Project and Q2 Project details

We need this information to allow us to contact you and to help us understand where your project is and if you have appropriate permissions in place.

We ask specific questions (2g. and 2h) about whether you work with children, young people and vulnerable adults. This is to ensure we covering safeguarding obligations. If you work with children, young people and vulnerable adults you are subject to a DBS check, this is free to eligible volunteers. If your project is successful we will need to check that a DBS check has been done if required.



Please check the website for further information.

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

3.1 Application Form ref: Q3 Impact and Benefit

We want to understand what your project involves and how the community space will benefit. Please read the questions carefully and think about:

- Q3a and 3b How your project will improve the space e.g. will it improve its appearance, will it make it safer to use and will it make it more accessible? You may think of other things. You may send photos and plans if this helps to describe the difference your project will make;
- Q3b How the community will benefit? This could include things like will more people be able to use the space, will it be used in a different way which provides benefits to local people e.g. play or recreation, will it be accessible to a wider range of users e.g. will people with disabilities now be able to use it? Again you may think of many more benefits which you can include.

3.2 Application Form ref Q4 Community Support

Applicants must evidence that there is a level of community support for the project. We expect you to have consulted with the community in some way. You need to tell us about this in your responses to Question 4 and provide evidence that this has been carried out, for example letters of support or survey results, attendance lists and minutes for community meetings.

3.3 Application Form ref Q5 Project Planning

We need you to outline your project plan to us. Please tell us about key stages in your project delivery i.e. the community space improvement project which you are applying for support for. At a minimum this should include start and finish dates (please note this should



be not later than 31 August 2017) and key milestones. This can be done in any format you wish and if you prefer to attach a plan you have already prepared this is acceptable.

3.4 Application Form ref Q7 The Support You Require

The Community Space Improvement Project aims to allow the development of community projects that require hard landscaping materials as per the application form suggested list. However the list is not exhaustive and other materials may be accepted so ensure you list all of your requirements.

The programme is also able to provide additional, often highly skilled, volunteers. Again a suggested list is included within the application form but this is not exhaustive so if there are other things you need help with please let us know in question 7 and we may be able to support you.

3.5 Application Form ref Q8 Value for Money

We ask you to tell us about any additional funding or support you are seeking or have secured for your project. We ask you to put a value on in-kind (non-financial) support. You should use the following guidance to put a value on this:

- Volunteer time – multiply the number of hours volunteering time (identified in your answer to Q. 6) by £11 per hour;
- Partner time provided freely – multiply the estimated number of hours of partner time committed to the project by £30 per hour;
- Room hire, materials, equipment provided at no charge – insert the amount you would have paid if you had been charged for these items

3.6 Application Form ref Q9 Sustainability

Your application should outline how you intend to ensure the project is sustainable following completion. It is important that you outline how you will maintain, manage, publicise and develop your project following completion of improvements and that the specific skills and knowledge of the group are documented within the application form to demonstrate how this will be achieved.



If you think you may need additional support to ensure the sustainability of your project please use question 9b to tell us about this. Additional support for projects may be fundable in addition to the provision of materials and volunteers. The following table lists the types of support which may be available and will help you consider your needs.

Is there any other help you need for your group, or to make your project sustainable?

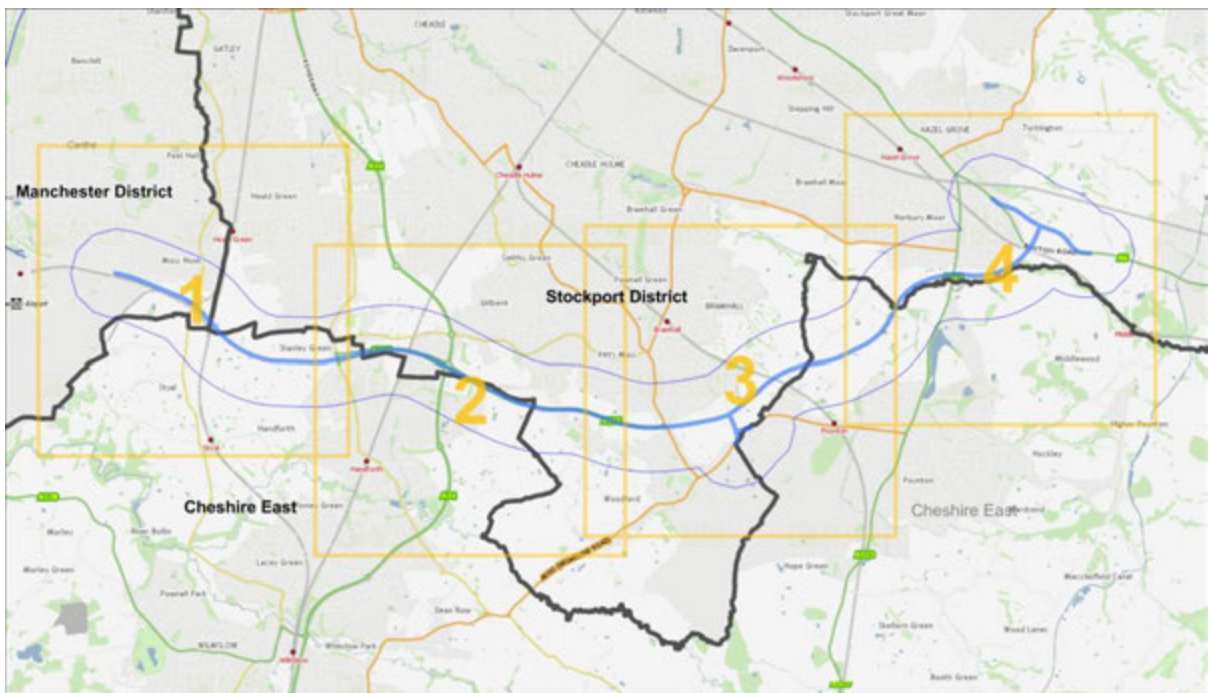
Help we need
Support to establish a formal community group: <ul style="list-style-type: none"> • Knowledge to be able to form as a group • Knowledge to make informed decisions on the future potential of the group • Understand the roles within a group and commitment required
Support to develop our community group further: <ul style="list-style-type: none"> • Be able to make fair and equitable decisions • Develop communication skills • Be able to recognise and understand group cycles • Ability to recognise common group problems and issues facing a group • Ability to prevent or manage common issues and problems facing a group.
Support in finding funding: <ul style="list-style-type: none"> • To know where and how to look for possible funding sources • To understand how to complete funding applications • To understand why funding applications may fail. • Developing a budget
Support to know how to manage funding: <ul style="list-style-type: none"> • Income / expenditure • Budgets • Evidencing spend • Financial / legal obligations
<ul style="list-style-type: none"> •
Support in thinking about consultation: <ul style="list-style-type: none"> • Understanding why consultation is needed • Ability to plan the consultation • Ability to identify who is in the community including harder to reach groups • Understanding the importance of consultation



<ul style="list-style-type: none"> • Ability to target the consultation to the intended beneficiaries • Being able to evidence and report on the results of the consultation.
<p>Support to complete and sustain our project:</p> <ul style="list-style-type: none"> • Understand the elements of project completion • Understand the processes worked through to gain project completion • Understanding of sustainability issues
<p>Support to plan a community event:</p> <ul style="list-style-type: none"> • Know how to organise an event for a particular audience • Ability to identify purpose and aims of organising an event • Understand the importance of monitoring and evaluating the event • Understand the potential risks and health and safety obligations.
<p>Support in how to publicise:</p> <ul style="list-style-type: none"> • Understand why publicity is important to the project • Understand types of publicity available • Understanding publicity strategies • Know how to produce effective publicity • Understand how to write a press release

<p>Support to develop an art installation:</p> <ul style="list-style-type: none"> • Understand how art can be incorporated into a physical improvement project • Understand how to identify different themes to base art ideas on • To identify different stakeholders to involve in the project • To understand how to identify and employ artists • Develop a brief to employ artists • Understand the different ways of paying an artist.
<p>Support in maintaining our site:</p> <ul style="list-style-type: none"> • Growing and caring for plants • Caring for lawned areas • Maintenance of structures
<p>Support to manage risk:</p> <ul style="list-style-type: none"> • Understanding the importance of managing risk • Understanding risk factors • Understanding ways to prevent harm • Understand how to complete a risk assessment • Understand how to report and record incidents and near misses

6.Map





Community Space Improvement Project

Step by Step Guide

Submit your online application form with all supporting information to Helen Sheldon care of semms.relief.road@stockport.gov.uk. If you do not have internet access, or need the form in another format, please contact us on 0161 474 2055. Applications must be submitted by 5pm 5th March 2017.

Your application will be acknowledged within 5 working days. You will be contacted if any additional information is required.

Your application will be assessed with final approval by 31st March 2017.

You will be notified whether your project has been successful by 7th April 2017.

Your project must be completed by 29th September 2017 at which point we will undertake a final site visit.