Greenprint Forum 20 Years prize draw celebration

Thanks to resources from the East Suffolk Partnership, Suffolk Coast & Heaths AONB Sustainable Development Fund and Suffolk Coastal District Council we are inviting communities to come forward with ideas that will benefit their local community and environment. We are looking to award four prizes of £500 to communities that will deliver activities in the Suffolk Coast and Heaths AONB area but also welcome projects from outside the AONB which benefit communities in the wider districts of Waveney and Suffolk Coastal.

1) It is free to enter this prize draw. You can enter before the 11 August 2016 via

Facebook www.facebook.com/GreenprintForum/

Twitter @GreenprintForum

Email greenprintforum@gmail.com or post Room 319, Melton Hill, Woodbridge, IP12 1AU

2) Community and voluntary groups in Suffolk Coastal and Waveney can apply for a one-off prize of £500 to be spent by 11 November 2016.

3) All entrants must indicate in 140 characters or less: the group you represent and how the group plans to spend the money. It can include a photo. Whether or not you are successful these may be used for promotional purposes relating to the prize draw and for inspirational purposes.

Example Tweet/Facebook post: @greenprintforum Truffles from Capel St Andrew would spend the £500 on bird boxes and will get a group of kids to help plan placement then take photo insitu by Nov 2016.

Example email: Hogtastic homes will create holes in all street fences on street in Alderton, put up welcome signs and give out food and drink bowls and food by Nov 2016.

Example postal entry: Bawdsey ladies will get loft space in village hall insulated and LED lighting in toilets by Nov 2016.

4) Entries will be sifted initially to ensure they meet criteria 3. If they do a follow up communication will be sent as soon as possible after receipt asking for contact details for two representatives of the group and for copies of the community or voluntary organisation (or the accountable bodies) constitution and relevant policies and procedures. The contact details will be used to communicate to winners and you will be asked if both or one would like to be added to the East Suffolk Greenprint Forum mailing list to receive ongoing monthly e-news and relevant event promotion.

5) There can be only one entry per community group.
6) After the 11th August a meeting will be held to assess the project submissions and to identify a shortlist of potential projects. All decisions pertaining to the selection process will be decided at the meeting with minutes being taken with a minimum of 3 people attending, decisions will be made by consensus with any conflicts of interests recorded and acted on.

Projects will be shortlisted on the premise that they:

a) Benefit a community and its environment.
b) Can be delivered within the prize money of £500 or the £500 will be matched to additional funds.
c) Will be delivered by 11 Nov 2016.

In addition to meet funding requirements:

d) At least one project must be awarded from the AONB area.
e) Considerations will also be given to ensure that shortlisted projects cover a geographical spread and across different environmental themes.
f) The applicant must be a community or voluntary organisation with a constitution, bank account in the name of the organisation and be able to supply copies of relevant policies and procedures on request e.g. Child safety policy when working with children.
g) Groups and individuals that don’t meet the governance requirements must nominate an appropriate community or voluntary organisation to be the body accountable to receive the prize money and oversee the delivery of the project.

7) If there are over 4 shortlisted there will be a draw undertaken by an independent person.

8) Where prize funding is approved, the named contact will be sent a grant acceptance form; this will contain all conditions that need to be met.

9) Payment will be processed through a BACS transfer into the nominated bank account (paid in full and in advance of project commencing) once in receipt of the signed grant acceptance form and bank account statement.

10) After the project has been complete, the grantee should complete and return the end of project monitoring report with copies of expenditure, photos, a 140 character quote and ideally a video saying thank you and how it has benefitted their community and environment. Ideally they will attend the East Suffolk Partnership conference on the 11 November 2016 to share their achievements. An invitation will be sent to all Greenprint Forum members.