

**What can we apply for? (continued)**

Your project must demonstrate how it relates to one of the **Take 5 Ways To Wellbeing** themes:

* **Connect**
* **Be Active**
* **Take Notice**
* **Keep Learning**
* **Give**

or a **Policing & Community Safety** theme.

Your project will be reviewed against the following criteria:

* Safe
* Legal
* Achievable within budget and timeframe
* Will benefi t people in the Downshire West District Electoral Area
* In line with one or more of the Take 5 Steps to Wellbeing or a Policing and Community Safety theme.

Unfortunately, there are elements we cannot fund such as personal payments, salary costs, gift cards/vouchers, alcohol, political activities or things you are already funded to deliver.

Please contact us for more guidance if you have any questions.

**How do I apply?**

Return the application form by **Sunday 23 February 2025** to Lisburn & Castlereagh Policing and Community Safety Partnership, Island Civic Centre, 1 The Island, Lisburn, BT27 4RL or email it to: pcsp@lisburncastlereagh.gov.uk

**What happens next?**

* When you submit your entry, we will check if it meets with our themes – we might give you a call for some further information.
* We aim to let groups know if they’ve been shortlisted by Thursday 27 February 2025 or as soon as possible thereafter.
* The shortlisted projects will be required to exhibit their proposal at a Community Decision Event on Saturday 29 March 2025 from 11.00am - 3.00pm at Hillsborough Presbyterian Church Hall, 49 Lisburn Street, Hillsborough, BT26 6AA.
* At the Community Decision Event you will tell the voters what you plan to do and what you hope to achieve as they visit your stand. All you need to do is tell them some information about what you do, what the project is about and how this will be good for the Downshire West area. You can do this by using pictures, posters and/ or display boards etc.
* The people attending the Community Decision Event will vote on which projects should be funded. They will be required to vote for their favourite ten projects.

**How does the voting work?**

* After all the projects have been visited by the voters, everyone who attends the Community Decision Event will have the opportunity to vote.
* Each person will be asked to vote for ten projects.
* The groups who receive the highest number of votes will be awarded funding.
* The successful projects will be announced as soon as possible after the event.
* Any unsuccessful groups will get advice and support.

**What happens after the voting?**

Successful projects will have until Tuesday 30 September 2025 to deliver their project activity and will be required to attend a community celebration event to share with the community how their project went. This will be the evaluation event for all the projects funded in the Downshire West area.

Attendance at the celebration event is a condition of the funding.

# APPLICATION FORM

**Group name**

**Contact person**

**Address**

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**Telephone**

**Email**

**Does your group have three or more members? Yes**

**No**

**Do you have a written governing document e.g. constitution? Yes**

**No**

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.

**What is the name of your project and where will it take place?**

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**Please tick the relevant theme(s) that your project relates to:**

**Connect**

**Be Active**

**Take Notice**

**Keep Learning**

**Give**

**Policing & Community Safety**

**PROJECT DETAILS**

**GROUP INFORMATION**

**Please describe your project and why it would be good for the Downshire West District Electoral Area**

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## PROJECT DETAILS (continued)

**How much money do you need and how do you plan to spend it?**

Remember you can bid for a maximum of £1,000. Give us a breakdown of your costs.

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**When will your project commence?**

**Please confi rm that you can deliver your project by 30 September 2025 Yes No**

## SPONSOR INFORMATION

If your group does not have a governing document this section needs to be completed. If you need help connecting with a community sponsor please get in touch with us.

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

**Sponsor contact details: (include a copy of their constitution)**

**Name**

**Telephone Email**

## DECLARATION

By submitting your entry you are agreeing to the following • You or your sponsor organisation will provide a copy

statements: of your (their) signed constitution or set of rules, public

liability insurance and child protection/vulnerable adults

* You have been authorised by your umbrella organisation policy (if applicable) upon request.

to submit this application as one of a maximum of three

applications from that umbrella organisations • Any information you give us will be used during the

assessment and life of your project (if successful) to • All the information you have provided in the application administrate, evaluate and for our own research purposes.

is accurate and complete and you will notify us of any We may give copies of all or some of this information

changes to individuals and organisations we consult with when

assessing the bids, administering the programme and

* You understand that we will use any personal information monitoring and evaluation. you have provided for the purpose described under our

Data Protection Statement and in line with our Privacy • A description of your project may be published by the Policy. This can be found at www.lisburncastlereagh.gov.uk sponsoring organisations on their media platforms.

* If information about this application is requested under the • The project will take place within the Downshire West Freedom of Information Act, we will release it in line with District Electoral Area. our Freedom of Information Policy.

### I confi rm my group will attend the Community Decision Event on Saturday 29 March 2025 Yes No

**ATTENDANCE AT THIS EVENT IS A CONDITION OF FUNDING**

#### PRINT NAMESIGNATURE DATE