

# **Ards and North Down Borough Council**

## **Parks and Cemeteries**

### **“In Bloom” Funding Policy**

#### **1. Introduction**

Ards and North Down Borough Council currently makes budget provision for the allocation of funding to community groups in order to assist with floral displays in the towns and villages throughout the borough, to assist with the council’s commitment to the Ulster In Bloom competition.

The purpose of this policy is to set out the guidelines and criteria for In Bloom funding applications and how the funding should be utilised.

An advert requesting applications will be published in the local press in the spring of each year.

It should be pointed out that funding availability will be subject to budget approval on an annual basis.

The policy is applied in line with Ards and North Down Borough Council’s Grants Policy.

#### **2. Guidelines**

The allocation for funding is intended to supplement floral display and amenity area maintenance currently carried out by the councils Parks and Cemeteries section. This may be in the form of hanging baskets, planters, flower beds etc. on council property, NIHE property, Roads Service property, or privately owned non domestic areas in public view.

Once submitted, applications will be assessed using set criteria and also be subject to council approval.

The maximum limit for floral funding is £1000 per annum per group. A further grant may be provided for funding, in whole or in part, appropriate liability insurance covering the floral display work over and above the group’s normal insured activities. Funding will be allocated with 80% advance payment, with the further 20% paid upon the receipt of invoices.

Council wish to encourage a collaborative approach by groups, where there are more than one group applying in a town or village, consideration may only be given to one project.

#### **3. Insurance**

Organisations must demonstrate that appropriate liability insurance is in place to cover the remit of the funded scheme. Depending upon the

required cover, an insurance grant may be available. This should be requested on the application form.

In order to facilitate the payment of insurance grant, applicants will be required to demonstrate: -

- The need for insurance cover
- The extent of insurance cover
- A valid invoice, or
- A paid invoice.

On receipt of the above, the council will consider the extent of grant which can be paid. All such grants will be subject to the availability of appropriate budgets.

#### **4. Criteria for floral funding**

Applications will be required to demonstrate how they meet the following criteria:-

- Provide a vision as to how the funding will enhance the particular areas and how this will be sustained in subsequent years.
- Evidence of approval from relevant landowner where works are to be carried out.
- When appropriate insurance liability cover is in place, copy of certificate and schedule to be submitted.
- How the works are to be carried out, and by whom.
- Detailed breakdown of how funding will be utilised, and receipts submitted accordingly.

#### **5. Marketing**

Successful applicants will be required to acknowledge the contribution made by the Council, in proportion to the level of funding awarded. Therefore, Council's branding and messaging must be included in all relevant marketing materials including flyers, programmes, posters, banners, advertisements, press releases and social media posts, with final agreement from the Council's Communications Team.

In addition, successful applicants will be required to work with Council in promoting 'Ards & North Down in Bloom' and organising a press photo opportunity to promote the funding contribution made by the Council.

The policy has been screened by the Council's Equality Working Group. No negative impacts were identified and the policy was screened out for EQIA.