



## THE ALMSHOUSE ASSOCIATION GARDENS AND PEOPLE AWARD GUIDANCE AND SUBMISSION FORMAT

**This Award is for members who can demonstrate a project has added significant value and enhanced the lives of residents and their local community with:**

- Garden modelling or 'landscaping' that encompasses a community feel
- Garden projects that include residents' participation
- External projects that support residents' mental well-being and physical health

### Examples in support of your submission could include:

- Setting up window boxes/hanging baskets/raised flower beds for disabled residents
- Planting that appeals to the senses
- Shade, benches and tables to support social interaction
- Community areas for social interactions
- Planting projects that involved residents
- Areas that cater for small events and community projects
- Planting of environmentally friendly flora and vegetation

The Award will be assessed on a submission form and photographs (maximum 5) that have been taken during 2022.

### Submission format

The submission format is intended to illustrate the project with the minimum inconvenience to our members. A clear and concise submission will enable the Committee to apply objective judgment.

### Please include the following:

#### Cover sheet

- Name and membership number of your charity
- Name and address of correspondent with an email address, if possible, and a preferred contact telephone number
- An outline of the project and the reason for the project

#### Documents

- Statement of trustees: this needs to be a stand-alone document covering the following aspects and should not be more than 2 pages long inc.:
  - History of the charity (about 2 paragraphs would be ideal)
  - Project description
  - Cost of project and how funding was achieved
  - Outcomes/impact

### Photographs

If possible, some 'before' and 'after' photographs should be included. A maximum of 5 please and can you please submit them in a **JPEG or PNG format** and as an attachment in your email, not in the main body of an email. Thank you.

*NB: Photographs will be retained by the Association and may be used in publicity and promotion of almshouses.*

Applications, together with supporting documentation and photographs, should be submitted in electronic format by email or on a memory stick in **PDF or Word format**.

Submissions are to be sent to [gerryharmon@almshouses.org](mailto:gerryharmon@almshouses.org) or posted on a memory stick to:  
Gerry Harmon, The Almshouse Association, Billingbear Lodge, Maidenhead Rd, Wokingham, Berkshire RG40 5RU

**Submissions are to be received by the 31<sup>st</sup> January 2023.**