



THE ALMSHOUSE ASSOCIATION INNOVATION FOR LIVING AWARD GUIDANCE AND SUBMISSION FORMAT

This Award is for members who can demonstrate innovative thinking in their redevelopment or new build/s that would enhance the lives of residents, add greater enjoyment and provide a sense of community.

This award is for charities that can demonstrate elements of:

- Intergenerational living
- Environmental considerations
- Accessibility
- Connection with community

Examples in support of your submission could include:

- Heat pumps
- Wheelchair access
- Low-level kitchens and wet rooms
- Solar panels
- Insulation
- Non-slip floorings
- Lever taps and mains taps at waist height
- Large low-level windows that provide a view to communal gardens from a seated aspect
- Shared walkways that enhance the social contact

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 prepare your submission in the following format:

Cover sheet to include:

- Name and membership number of charity
- Name and address of correspondent and an email address, if possible, and preferred contact telephone number
- Outline description of the project or problem it is designed to resolve.

Documents to include:

Statement of trustees: This needs to be a stand-alone document covering the following aspects in no more than two pages please:

- History of the charity (about 2 paragraphs would be ideal)
- Project description (including planting, parking, and access)
- Cost of project and how funding was achieved

Photographs

- **A maximum of 12 photographs to be included**, illustrating, if possible, before and after.
- Please only send in a JPEG or PNG format.
- Please only send as attachments in an email and not in the body of the email text. Thank you.

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

If appropriate, please include:

- Site plan 1:500
- A Location Plan 1:1250 or 1:250
- Floor plan, section and elevation at 1:100

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

Please email to gerryharmon@almshouses.org or post to:

Gerry Harmon, The Almshouse Association, Billingbear Lodge, Maidenhead Rd, Wokingham, Berkshire RG40 5RU

Submissions are to be received by 31st January 2023.