



THE ALMSHOUSE ASSOCIATION INSPIRATIONAL HOMES AWARD GUIDANCE AND SUBMISSION FORMAT

This award is for charities that can demonstrate elements of:

- Innovation in design
- Exceptional planning
- Quality of build
- Value for money

Examples in support of your submission could include:

- Communal spaces that enhance the lives of residents and bring together the local community
- Planning that considers future requirements and needs
- Exceptional construction
- Cost per square metre

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 your charity
- Name and address of key correspondent and an email address, if possible, and preferred contact telephone number
- An 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 photos illustrating before and after. Please submit photos in a **JPEG or PNG format** and send as an attachment in an email and not in the body of the text. Thank you.

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

If appropriate, please also send:

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

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

Please email to: Gerryharmon@almshouses.org or by post to Gerry Harmon:

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

Submissions are to be received by 31st January 2023.

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