

# Template

Social Farms  
& Gardens  
Ffermydd a Gerddi  
Cymdeithasol



## Allotments management toolkit: Introducing your community led project

### Introduction

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Social Farms & Gardens have worked with the Welsh Government to produce a range of resources to help ensure local authorities and others involved in the management of allotment sites in Wales maximise the potential of those sites for the local population.

With support from the Welsh Government, SF&G Wales have written a guidance document for local authorities, growers and growing groups in Wales which provides an overview of allotment site management.

This toolkit includes a series of factsheets which expand on various topics covered in the Guidance.

The toolkit also includes a selection of sample tenancy and other legal document templates to assist in site management.

All of these resources are available to download from:

[www.farmgarden.org.uk/allotment-site-management-toolkit](http://www.farmgarden.org.uk/allotment-site-management-toolkit)

### How to use this form

This form aims to gather important initial information about a community led growing project or enterprise to help decision makers understand what the community is hoping to use a site for and what they hope to achieve. This information will assist the landowner/local authority in making a decision about the suitability and availability of land for the community led project or enterprise.

You should also provide the landowner/local authority with details of your business or management plan, summaries of letters of support and any community consultation you have carried out - but avoid providing lots of general text about the project.



Llywodraeth Cymru  
Welsh Government

## Introducing our community led project

Project name:

Site address:

Date:

## Contact details

Name

Phone

Email

Role in organisation

## About our organisation

How long has it been established?

How many members are in your group or part of your enterprise?

Please state whether your organisation falls into any of the following categories. Please tick all that apply.

Unincorporated charitable organisation or constituted group

Community benefit Industrial & Provident Society with an asset lock

Company limited by guarantee with charitable status

Community Interest Company (CIC) limited by shares

Community Interest Company (CIC) limited by guarantee

Other (please explain):

Does the organisation have a bank account? Yes/No

If yes, please state name of bank:

## Details of our project and the proposed site

Name of this particular project (if different from above):

Name and address of the site we wish to use:

What are the aims and objectives of the project? What do you hope to achieve?

What do you intend to do with the land? What use do you have in mind?

## For projects in Wales

All public bodies must work to achieve 7 wellbeing goals. How would your project or enterprise fulfil the following goals of the Wellbeing of the Future Generations Act (2015)?

You can find out more about each of the goals by following the links from this page:  
[www.futuregenerations.wales/about-us/future-generations-act](http://www.futuregenerations.wales/about-us/future-generations-act)

A resilient Wales	
A more equal Wales	
A healthier Wales	
A Wales of cohesive communities	
A Wales of vibrant culture and thriving Welsh language	
A globally responsible Wales	
A prosperous Wales	

## Who we will work with

What partner organisations are you working with on this particular project?

How have you involved the local community in your project?

Tell us a little about the prospective users of the site and how they will benefit from using it.

Have you informed the local ward member/s? Yes/No

If yes, please give details of any response received:

Have you spoken to any officers in the local authority about your plans? Yes/No

If yes, please give details of any response received:

## Funding and Economic Development

Please provide details below of how the project is to be funded? Provide details of any funding or loan applications you have made. Have the funders asked for a minimum length or term for the project?

Please provide details of any jobs or volunteer places you are hoping to create on this particular project?

Tell us about what the community might be missing out on if this project does not gain land and the permissions to operate.

Have you informed the local ward member/s? Yes/No

If yes, please give details of any response received:

Have you spoken to any officers in the local authority about your plans? Yes/No

If yes, please give details of any response received:



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Contact us: Tel: 02920 225 942 / Email: [wales@farmgarden.org.uk](mailto:wales@farmgarden.org.uk)  
Website: [www.farmgarden.org.uk](http://www.farmgarden.org.uk)