

ALLOTMENTS

1. Application Procedure

1.1 Stage One – Expression of Interest

When you're ready, please fill out the Expression of Interest online form (for the Communities form click [here](#), for the Landowners form click [here](#)). This will ask some questions about your organisation, including how you're incorporated, your average annual turnover, your people and about the site in question (including what your holding number is (if you have one), plus what you're interested in receiving support for.

We will then ask some questions about what difference taking part in this Allotment creation project would make to your group, your community, your site and surrounding area and your plans for making your participation a success. On the final page there is an opportunity to tell us anything else you feel we need to know, or anything you haven't had the opportunity to expand on elsewhere. If you would like to see the questions before you complete the form, please download [this pdf](#) for communities and [this pdf](#) for landowners.

Please make sure you have seen the information on [our website](#) and how we will evaluate your application (see below). You may find it useful to print these out.

We are looking to create around 600 new allotment plots and are keen to support sites where we can make the most impact.

We are looking for sites that are ready and willing to engage in the wider work of Resilient Green Spaces as much as possible, which could involve working with the Food Hub or Orchards strands or others as appropriate.

For our financial year end (March 2022), **please complete and submit the Stage One Expression of Interest form by 9am on Monday 24 January 2022**

A further application window for financial year end March 2023 will be announced in due course.

1.2. Stage Two – further discussion & site 'visit'

If your organisation is selected to proceed beyond the Expression of Interest stage, we will invite you to discuss your application in more detail. This is when we will ask for more specific information on your group and the site(s) in question. It is likely we will arrange a site visit or at the least a telephone / Zoom chat. We will aim to arrange these for the week after the Stage One Expression of Interest deadline.

2. Scoring – Criteria and Evaluation

Social Farms & Gardens reserves the right to accept or reject any responses at its complete discretion.

All valid responses received will be evaluated in a fair and objective manner according to set criteria as detailed below. The criteria consists of several areas and the selection panel will evaluate applications using this framework based on the evidence you provide in your application.

These criteria will be used to decide on potential sites proposed by community groups and private/public body/local authority landowners.

Essential criteria:

- Based in Wales
- Appropriate insurance held
- Appropriate and secure access to the land in question
- Linked to urban, peri-urban areas or land close to settlements
- Willingness to participate in project evaluation, monitoring, keeping financial records, sharing learning, willing to be a case study
- Participate and engage in training, networking and the Welsh Allotment Forum
- Engaged community group buy-in

EVALUATION CRITERIA	WEIGHTING
Demonstration of project vision and ambition, in line with the aims and objectives of the RGS Allotment Project.	10%
The knowledge, skills, time and resources to manage process, delivery and maintenance of appropriate equipment and materials to establish and maintain allotment support.	25%
Engagement with proposal would bring benefits to local community: reducing food poverty, increasing accessibility to and use of green spaces, increase volunteering, area more attractive to local businesses and their communities, reducing anti-social behaviour.	15%
Engagement with proposal would bring benefits to area in terms of increasing biodiversity and wildlife habitats and effective Green Infrastructure sites (wildlife corridors).	10%
In an area with high allotment need/long waiting list/demand	10%
Ability to clearly demonstrate the return on the investment made. i.e. the number of new plots created through the funding and support available.	10%
Ability to demonstrate the land being used is not land which is owned by the Local Authority (Note: Welsh Government has made funds directly available to Local Authorities to create new allotments, we wish our funds to be used on private, community owned, housing associations or public body lands).	5%
The knowledge, skills, time, resources and land access to commit to the programme and continue allotment work beyond project end in June 2023	15%

Scoring

0	Unacceptable. No answer given or answer completely irrelevant – response does not address the question/prompt.
1	Poor. A few good points made but main issues missing. No evidence / irrelevant evidence given. Major concerns about ability to deliver.
2	Fair. Some points covered, not all relevant. Not well supported response. Some concerns about ability to deliver.
3	Good. Some points covered. Relevant information given. Some evidence given. Appears to have potential to deliver, possibly some minor concerns.
4	Very Good. Relevant information. All or most points covered. Good examples. Clear potential to deliver, met acceptable standard. Few concerns.
5	Excellent. All points addressed. All points relevant. Comprehensive evidence and responses, demonstrating need, illustrated added value. Little or no concerns, applicant demonstrates ability to deliver all aspects. High level of confidence.

3. Helpful advice notes for applicants

- Please do read thoroughly through the criteria and make full use of free text sections of the application form to tell us why and how your group meets them.
- Even if you are in a relatively remote area, please do tell us what biodiversity benefits your project might bring to your area (linked to above note!)
- Please be very clear about your links to your community and community groups: give us practical examples of how you reach out to and link with your community and how often you do this. We want to read about evidence. If you're not doing so already, that's fine, but illustrate to us what practical steps you can take to make this happen: tell us about the other groups in your area that you know of or can link up with to make your project a success.

- If you already have funding for your group, please tell us precisely where this money came from and exactly what it is to be spent on.
- We really do need you to have adequate arrangements in place for your land: either you own it, or a 10 year+ lease on your land. If this is not the case, please contact lucie@farmgarden.org.uk. Lucie runs our Community Land Advisory Service and can help you negotiate a longer lease, or with any other land issues you might have.
- If you have no knowledge or expertise in planting, growing or produce production, it's likely we'll question your application. Being a Social Farms & Gardens member means that you gain access to our resources and workshops, which can help. Telling us about any self-education you or your group have undertaken will help. Write about your knowledge on the application form.
- The free text boxes allow for a lot of explanation – please use the space and give us more than a few sentences. Be full in your answers – that's what we like! If in doubt, err on the side of giving us more information. The EOI will form the bulk of the application process – stage 2 is more of a conversation / catch up.
- Remember – the panel may not know you or your group. Get your great aunt or corner shop assistant to read it. Show them the criteria (above). If they have questions, it's likely we will have too. The more you answer potential questions in your application, the more likely it is to succeed.



Resilient Green Spaces is a £1.27m collaboratively designed project led by Social Farms & Gardens is piloting alternative, re-localised food systems using communities and their green spaces as the driving force for change across Wales until June 2023.

This project has received funding through the Welsh Government Rural Communities – Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.