**Community Award Management Plan Template**

A green flag award logo

Description automatically generated

**Name of your community site:**

**Date:**

The following document is part of the application process for the Green Flag Community Award. Please note that sites are still eligible for the award even if they do not meet all the criteria mentioned below.

**SECTION 1 – Site Overview**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes / No / Not Applicable** | **Please provide examples** | **Additional Comments/Photos\*** |
| **A Welcoming Place** | | | |
| Is the site accessible to all users? |  |  |  |
| Is there a welcome sign and/or signs throughout the site? |  |  |  |
| **Healthy, Safe and Secure** | | | |
| Are facilities safe and in good condition? E.g. seating, toilets, play area |  |  |  |
| Is equipment onsite regularly inspected and well-maintained? E.g. first-aid equipment, gardening tools |  |  |  |
| Are there dog-controlling measures in place? E.g. signs, gates, bins, policies for dogs on leads |  |  |  |
| **Well-Maintained and Clean** | | | |
| Is green waste, plastic, paper and/or metal recycled? |  |  |  |
| Are shrubs, bedding, grass areas, planters and hedges well maintained? |  |  |  |
| **Community Involvement** | | | |
| Are there opportunities for community involvement? |  |  |  |
| Are these promoted on site / on social media? |  |  |  |

\*You can add photos to the end of this document

**SECTION 2 - Background**

Please provide below some information on the history of the site and involvement of volunteers. There is no minimum or maximum word count.

*For example:*

* *When did the site open?*
* *Who runs the site?*
* *How has the site been developed over the years?*
* *Why is your site important?*
* *How has the local community benefitted?*

**SECTION 3 – Environmental Management**

Please detail below how your site is currently being managed to have a positive impact on the environment.

*For example:*

* *Sowing of wildflower patches*
* *Installation of bird and bat boxes*
* *Creation of allotments*
* *Planting of fruit trees*
* *Hedgerows left for nesting*
* *Regular clearing of litter*
* *Use of peat-free compost and plants*
* *Pesticides and herbicides avoided*
* *Monitoring wildlife e.g. hedgehog/butterfly/bird surveys*
* *Hardy planting to withstand and thrive in the face of temperature changes/flooding e.g. drought-resistant planting*
* *Resource efficiency measures in place e.g. rain harvesting equipment (water butts), rotating composting bins*

**SECTION 4 – Future Plans**

Please provide details of future plans for your site

*For example:*

* *How will the site be improved?*
* *Any upcoming projects with the community?*
* *Implementation of more environmental measures? (See examples from Section 3)*
* *Plan of action to recruit more volunteers?*

**SECTION 5 – Supporting Documents**

Please provide any other information relating to the management of your site that you feel would support your application for the Green Flag Community Award.

*For example:*

* *Heritage features*
* *Events, community initiatives, campaigns*
* *Social media links*
* *Other awards achieved*
* *News articles*

**Upon completion of this form, please log onto the Green Flag website** [here](https://greenflagaward.org/) **and upload this document to the supplementary information section.**

**If you have not registered yet and received your log in details, please contact the LEQ team at** [**leq@keepnorthernirelandbeautiful.org**](mailto:leq@keepnorthernirelandbeautiful.org)

**If you have any questions please contact the LEQ team on the email above.**