

SuperValu Tidy Towns



Comhshaol, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

Entry Form 2014



Your pack includes:

1. Welcome Message
2. SuperValu TidyTowns Entry Form
3. Information on Special Awards
4. SuperValu Campaign Information
5. Terms and Conditions

Skerries TidyTowns Committee Members

SuperValu
Real Food, Real People

How to complete your SuperValu TidyTownns Entry Form

The following notes are intended to assist TidyTownns Committees in the completion of their 2014 Entry Form. You can submit your TidyTownns entry using either the Entry Form booklet or the electronic format Word document available on www.TidyTownns.ie. Please only use one version. If submitting additional material it is recommended that the accompanying Entry Forms are posted. Please do not insert Entry Forms to the Special Competitions into your TidyTownns Entry Form as these are separate competitions and are judged by the Special Competition sponsors. They can, of course, be posted in the same envelope. If you have entered one or more of the Special Competitions which is relevant to a TidyTownns category you should also record this as a project on your TidyTownns Entry Form.

1. The TidyTownns adjudication in 2014 will examine all new or continuing projects in the period from 1st June 2013 to 31st May 2014. Adjudications commence in early June and are completed by early August.
2. Do remember that your adjudicator may not have visited your town or village before and therefore local knowledge assumptions should not be made when completing the Entry Form and map. Absolute clarity is of key importance.
3. Regardless of which entry format you use please number each new project or continuing project for 2014 on your Entry Form under the correct category, beginning with Built Environment & Streetscape. If using the electronic format please leave a blank line between each project. These numbers should be keyed to the town or village map where necessary, see 4 below. All numbers should be sequential. For example if you have ten new projects for 2014 the last project in your entry form will be number ten.
4. Marks allocated by the adjudicator are not bolstered by lengthy, excessive submissions. Simply make sure that the details you provide are succinct and precise in terms of the new works undertaken since June 2013. In regard to your new or continuing projects, identification and location details are important, accordingly please ensure that;
 - a. The location of each separate project is marked on the map where this is appropriate. Clearly this requirement may not apply to some items - for example survey work.
 - b. Ensure each project is given the same number on your Entry Form as on the map.
 - c. Provide a short, brief description of the project.
 - d. Indicate when work started and when did it finish, or the proposed completion date for on-going or long term projects.
5. If you have no new work in any adjudication category please do not leave that category blank, just state 'no work for this year'. If any adjudication category is blank this may lead to a marks reduction under the Community Involvement & Planning adjudication category.
6. It is absolutely essential that you include a good town or village map. A hand drawn map is perfectly acceptable if a formal printed map is not available. The map should be of a manageable size, A4 or A3 depending on the layout of your

town or village. On the map please name all streets and roads and mark the key public buildings and landmarks. All new projects should be keyed to your map as indicated in No. 4 above. Do not use Google maps. You may find the Ordnance Survey Ireland Urban (or Rural as applicable) Place Maps most useful. Failure to include a map may lead to a marks reduction under the Community Involvement & Planning adjudication category.

In an effort to reduce paper waste and postal charges we ask that you only include relevant backup documentation that strictly relates to your work for 2013/2014. Old Plans or documents that are now out of date hinder rather than assist the adjudication process. The inclusion of CDs etc. is not recommended. You should include an up to date copy of your TidyTownns Plan, or a Plan Summary is quite acceptable, outlining achievements to date and future projects.

7. In respect of backup documentation please note the following guidance:
 - a. Use A4 preferably but other formats are acceptable if they contain relevant material. Do not use ring binders as these can come apart.
 - b. It is highly recommended that your additional documentation takes the format of the adjudication categories with a section for each.
 - c. Do make sure to number each page. These page numbers can then be used on your Entry Form for easy adjudicator reference to any additional information.
 - d. Do not laminate additional documents as this prevents an adjudicator making notes on these pages.
 - e. Adjudicators may not always be able to refer to web sites for further information. Likewise adjudicators may not refer to Facebook pages or other social media.
8. Photographs can be of great assistance to your adjudicator. Before and after photographs of new projects are helpful, just a pair of photographs of each project is recommended. Do make sure to write the name of your town or village and location on your map on the back of each photograph together with the date on which each photograph was taken.
9. A copy of the competition Terms & Conditions are contained in your TidyTownns Pack. There are some important changes this year.
10. It is important that completed Entry Forms are posted to reach the TidyTownns Unit before the closing date of 22nd May 2014. Late Entries or additional material sent after that date may not be accepted once adjudication has commenced. Given the volume of entries it is not possible to send an acknowledgement of receipt of your Entry Form, but within a few weeks of the closing date we will publish a list of all received entrants at www.TidyTownns.ie.

Completed Entry Forms should be returned to the; TidyTownns Unit, Department of the Environment, Community & Local Government, Teeling Street, Tubbercurry, Co. Sligo.

Closing Date Thursday 22nd May 2014

About You!

Name of your Town /Area /Village /Island _____

County _____

Select your Region* Midlands & East, North West & West, South West & Mid-West, South East _____

Last Year of Entry _____

Organisation Name _____

Contact Name _____

Address _____

Estimated Location _____

Your adjudicator may not have visited your area before so please describe briefly where your town or village is located within your county, e.g. Xkm north/south etc. of the nearest large town, or give the road number along which your town is situated. Absolute clarity is of key importance.

Phone _____

Fax _____

Email _____

Web _____

*See list of counties per Region at no.15 of Terms & Conditions enclosed.

Population Category

Please tick your population category and enter your actual population (based on the latest census). If you are unsure please check with the central statistics office, www.cso.ie or your Local Authority. Your adjudicator may check you have entered the correct category.

Please enter your actual population here e.g. 19,999 _____

Prize Category Population

Village	A (Under 200)	Large Town	E (5,001 to 10,000)
	B (201 to 1,000)		F (10,001 to 15,000)
Small Town	C (1,001 to 2,500)	Large Urban Centre	G (15,001 to 25,000)
	D (2,501 to 5,000)		H (25,001 and over)

I understand and agree to be bound by the terms and conditions of SuperValu Tidy Towns.

Signed (on behalf of entrant)

Date

Planning Your Activities

Community Involvement & Planning

60 Marks

Marks in this category have been increased with greater emphasis placed on the overall quality of the Entry Form, town/village map and appropriateness of backup material submitted with your entry. Other key issues are the participation of the local community, businesses, schools and youth in general; working partnerships with local civic agencies; works carried out and appropriate projects completed; existence of an achievable updated TidyTowns Plan. Consideration will be given to social inclusion, whole of community approach, the role of volunteers and new residents that is apparent in activities.

Please indicate numbers involved on your Committee:

Please indicate the level of voluntary commitment (number of TidyTowns meetings, community meetings, general involvement of the community, new residents, etc.):

Please list all of the agencies, bodies and businesses that have supported your activities through sponsorship, resources, funding, advice, etc.

How do you communicate with your community (newsletter, newspapers, public meetings, email, social media, website.)?

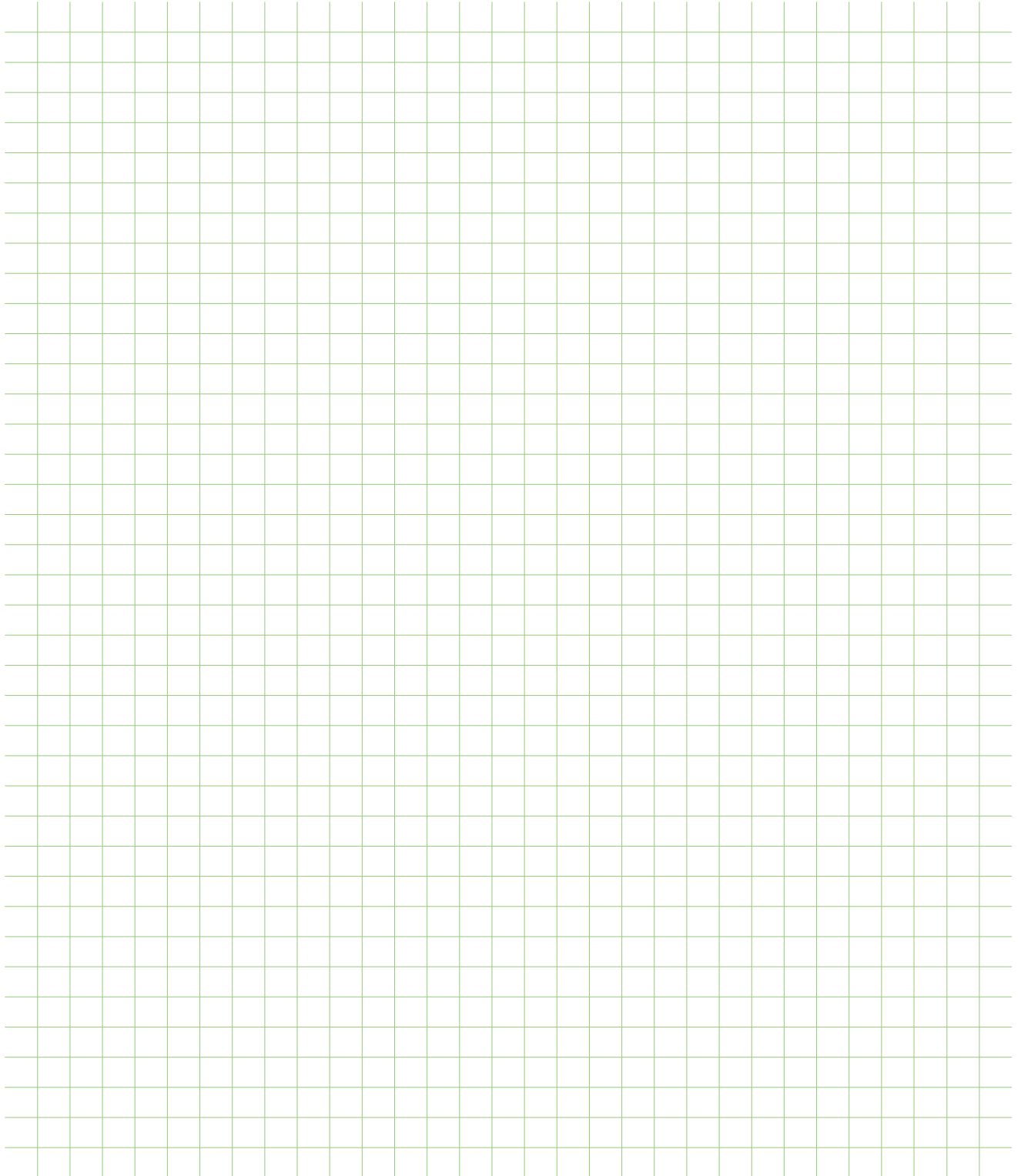
How do you engage with your local schools, youth clubs, etc.? How do you involve youth in your work, do you have a Junior TidyTowns, is there youth representation on your committee.

Approximately how many years has your community entered the competition? How has your community benefited from involvement in the competition?

Please summarise how you see your group's work contributing to the development of your community.

Mapping your town or village

Please draw here a sketch of your town/village with street and place names and prominent landmarks. The locations of your new work for this year's competition should also be numbered and marked. Ensure each project is given the same number on your Entry Form as on the map. Please see advice at Note 6 of "How to complete your SuperValu Tidy Towns 2014 Entry Form" at the beginning of this Entry Form.





Entry Form 2014



Ballymun Tidy Towns Committee Members