

SHIPLEY TOWN COUNCIL GREEN GRANT AND PARKS & RECREATION GRANT APPLICATION FORM

Mission Statements: To provide grants to people and organisations for purposes that
“Further the [recommendations](#) made by the Citizens’ Jury and contained in
Shipley Town Council’s [Climate Action Plan](#) (Transport, Housing, Education
and Nature) to benefit, improve and support the environment and residents in
Shipley (parish boundary)”
and / or
“Enhance the provision and enjoyment of Shipley parks, green spaces and
outdoor recreational pursuits. Shipley residents (parish boundary) and/or
biodiversity should benefit from the idea.”

Name of applicant:

Nicole Williams

Name of organisation that will support the achievement of your project (if under 18):

Kirkgate Community Centre (KCC)

Tell us about yourselves and/or what your organisation was set up to do:

KCC is a well-established community centre located in the heart of Shipley. The organisation was set up to provide an inclusive, welcoming space that supports local residents, reduces isolation, and promotes health and wellbeing.

The centre delivers a range of community activities and initiatives designed to bring people together, build connections and respond to local needs. In addition to structured activities, KCC provides affordable community space for hire, enabling local groups and organisations to operate within the Parish.

KCC also runs a volunteer-led community café that utilises surplus food, promoting sustainability while offering a warm and sociable environment for residents. Volunteers are central to the centre’s success, contributing to service delivery and helping ensure the space remains responsive to the community it serves.

Through its facilities, programmes and partnerships, KCC plays an important role in strengthening community cohesion and wellbeing in Shipley.

What is your idea (that you are applying for these funds for)?

Our idea is to bring KCC outdoors and maximise the potential of the courtyard space, which is currently underused, lacks character, and does not fully enable community use.

KCC operates a volunteer-led community café that utilises surplus food. By purchasing several foldable bistro-style tables and chairs, the café will be able to extend its offering outdoors, creating a welcoming and sociable environment where people can gather, eat and connect in the open air.

We also propose purchasing long raised wooden trough planters and hanging baskets. These will add colour and vibrancy, transforming the appearance of the courtyard into a more inviting and attractive space. The planting will support biodiversity by providing pollinator-friendly flowers. One raised trough planter will be dedicated to growing herbs that can be used by the café and shared with the community, reinforcing sustainable food practices and local growing.

Finally, the installation of secure bike racks will encourage active travel by enabling people to safely cycle to the venue. This will improve accessibility, promote healthier lifestyles, and support lower-carbon transport options.

Overall, the project will transform the courtyard into a greener, more welcoming, and environmentally supportive community space that aligns with Shipley's climate and green space priorities.

Please complete one of the following:

Which element(s) of Shipley's [Climate Action Plan](#) does your idea address?

How does your idea enhance the provision and enjoyment of Shipley parks, green spaces and outdoor recreational pursuits and/or biodiversity?

This project enhances the provision and enjoyment of green space within Shipley by transforming an underused courtyard into an attractive, accessible and biodiverse outdoor community area.

In terms of provision and range, the project creates additional usable outdoor recreational space linked to a well-used community venue, increasing the availability of informal green space.

In terms of access and use, the introduction of outdoor seating enables more people to comfortably enjoy the space, including café users, volunteers and community groups. The installation of bike racks improves access for cyclists and supports active travel, making the space easier and safer to reach without a car.

In terms of appearance, raised wooden planters and hanging baskets will significantly improve the visual quality of the courtyard, creating a welcoming and vibrant environment that encourages people to spend time outdoors.

In terms of supporting biodiversity, the planting of pollinator-friendly flowers will provide nectar sources for bees and other insects, while the herb planter promotes local food growing and sustainable practices.

Overall, the project strengthens the quality, accessibility, biodiversity value and enjoyment of outdoor space in Shipley, while supporting healthier and more sustainable community activity.

How will Shipley benefit from carrying out your idea?

Shipley will benefit from the transformation of an underused courtyard into a greener, more welcoming and environmentally supportive community space.

The introduction of planters and hanging baskets will enhance the appearance of the area, add colour and vibrancy, and support biodiversity through pollinator-friendly planting. The dedicated herb planter will promote local food growing and sustainable practices, complementing the volunteer-led surplus food café and reinforcing messages around reducing food waste.

Providing outdoor seating will increase the range and use of community space, encouraging social interaction, reducing isolation, and making better use of the existing facility.

The installation of bike racks will promote active travel by making it easier and safer for people to cycle to the venue, supporting lower-carbon transport choices and healthier lifestyles.

Overall, the project will improve the appearance, use, biodiversity value, accessibility and sustainability of a community space in Shipley.

How will you measure that you have successfully achieved what you plan to do?

The success of the project will be measured through:

- The number and variety of plants installed
- Evidence of plant health and survival rates over time
- Observed pollinator activity in the planted areas
- The number of people using the outdoor seating area
- Monitoring usage of the installed bike racks
- Community feedback and engagement regarding the improved space
- Photographic and video evidence documenting the transformation and ongoing use

Together, these measures will demonstrate improvements in biodiversity, access, use, appearance and sustainable travel.

Risk Assessment

How will you engage people with your idea, if applicable? Please tell us about any experience you have in engaging people:

KCC is a community-led space and ongoing engagement with residents is central to how the charity operates. We regularly consult with the community to ensure our services adapt to meet local needs and priorities. Engagement takes place through face-to-face conversations at the centre, informal discussions during café sessions, structured consultations, newsletters, and community surveys.

Since returning to the renovated building, the need for improved outdoor space and the installation of bike racks has been consistently raised by users and volunteers. This project directly responds to that feedback, demonstrating that we actively listen and act on community suggestions.

To engage people with the project, we will:

- Involve volunteers and community members in planting and setting up the space
- Promote the new outdoor area through newsletters and social media
- Encourage café users to make use of the outdoor seating
- Highlight the herb planter as a shared community growing initiative
- Promote active travel by publicising the new bike rack facilities

KCC has a strong track record of delivering volunteer-led initiatives and creating inclusive, welcoming spaces. This experience ensures we are well placed to successfully engage the community in both the development and ongoing use of the improved courtyard.

Is the success of your project dependent on one or a limited number of people? If so, what are your contingency plans should they be unavailable?

No, the success of this project is not dependent on one individual or a limited number of people.

KCC has a strong and established volunteer team, and the enhanced outdoor space will form part of the existing volunteer-led delivery programme. Responsibility for maintaining and caring for the planters will be incorporated into volunteer role descriptions and included as part of ongoing volunteer recruitment and induction. This ensures shared ownership rather than reliance on a single person.

In addition, KCC will work in partnership with local groups such as Shipley in Bloom and NEET, further broadening involvement and providing additional support for planting and maintenance where needed.

By embedding responsibility across a wider volunteer base and developing collaborative partnerships, the project has resilience and sustainability built in from the outset.

What other risks have you identified that might prevent the project being realised and how will you manage them?

At present, no significant risks have been identified that would prevent the project from being realised. However, we recognise that all projects carry potential risks and we have appropriate governance processes in place to manage these.

Any emerging risks will be formally recorded on KCC's risk register, which includes identified mitigation actions. The risk register is reviewed regularly at monthly Trustee meetings to ensure appropriate oversight and timely response.

Potential minor risks could include:

- **Delays in sourcing materials** – Managed through early ordering and using alternative suppliers where necessary.
- **Seasonal planting challenges** – Managed by selecting appropriate, resilient plants and adjusting planting times if required.
- **Vandalism or damage** – Managed through secure installation of fixtures and regular monitoring by staff and volunteers.
- **Lower-than-expected use initially** – Managed through active promotion and community engagement.

With strong volunteer support, clear governance processes, and regular Trustee oversight, we are confident the project can be delivered successfully and sustainably.

How much funding are you seeking from STC*?: £ 1,919.34

Total Cost of Project: £2,500.00

It is envisaged that the total cost of the project may be up to **£2,500.00**. This allows flexibility once the initial items are in place, as it may be appropriate to introduce additional planters or seating depending on how the space is used and received by the community.

In addition, four elements of the project cost are currently estimated rather than fixed. These costs may vary depending on supplier availability and seasonal pricing at the time of purchase.

Any additional expenditure beyond the amount requested from STC will be met through other funding sources or in-kind support.

Source of balance of funds:

KCC would reach out to working partnerships and local businesses for donations.

Please include a breakdown of costs:

Planters: £155.98 x2 = £311.96

Flowers: £150.00 est

Herbs: £80.00 est

Gardening equipment: £50.00 est

Hanging Baskets with brackets and security locks x2 = £99.98

Soil: £300.00 est

Foldable outdoor chairs and tables: £131.98 x 5 = £659.90

Bike Wall Hanger: £267.50

and any estimated income (including other grants, admission charges, fund-raising, subscriptions and similar) for this project:

While the primary purpose of this project is community and environmental benefit rather than income generation, it is anticipated that the improvements will have a positive indirect financial impact.

The enhanced outdoor seating area is expected to increase usage of the volunteer-led community café, particularly during warmer months. This is likely to result in a modest increase in café income through additional food and drink purchases.

Increased footfall to the centre may also raise awareness of the wider services delivered by KCC, potentially leading to:

- Increased participation in activities and programmes
- Greater volunteer involvement
- Additional donations and community support
- Opportunities for future fundraising

At this stage, it is difficult to quantify a precise income figure, as this will depend on seasonal use and community uptake. However, the project is expected to strengthen the centre's overall sustainability by increasing engagement and visibility within Shipley.

*maximum £2000 for Green Grant applicants and £1000 for Parks & Recreation Grant applicants

Contact details:

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Referees:

Please give the name and contact details for two referees who we can contact

Provided

Please sign and date to confirm you have read and agree with the Criteria and Notes
for Applicants

Signature of Applicant: *NWilliams*

Date: 01.03.26

Applications should only be made on this form, which should be returned by Royal Mail or
electronic mail **by midnight on Sunday 1 March 2026** to:

**The Town Clerk, Shipley Town Council
Town Hall, Kirkgate, Shipley BD18 3EJ**

E-mail: deputyclerk@shipleytowncouncil.gov.uk