

Application Routes

There are two different routes which you can use to submit a Nicer Neighbourhoods idea

1. Through your Residents Association
2. As part of an existing or new Community Group

Both routes require you to consult with a representative sample of residents on your estate/block/street to get feedback about your idea, **before you apply**.

Your Resident Association or Community Group can choose any resident consultation method appropriate to your needs. For example, an idea can be discussed through a public meeting, online meeting or through postal correspondence with residents on the estate/block/street.

Please note the choice of communication is at the discretion of the Residents Association or Community Group. The council will NOT accept liability for risks that may be incurred from engagement activities planned by residents during the Coronavirus (COVID-19) pandemic. Residents can participate in the scheme online and additional support can be requested. Any face to face interactions must follow the UK Government social distancing guidelines.

Written evidence of chosen resident consultation methods should be collected, for example:

- Poster/Notice/Letter/Email advertising public/online meetings
- Minutes of meetings
- Online survey or poll results to determine support for an idea
- Petition listing residents in support of an idea
- Letters or emails showing residents in support of an idea

The consultation evidence must demonstrate the majority of residents on the affected estate/block/street are in support of the proposed Nicer Neighbourhoods idea.

A separate application form must be completed for each proposal.

The steps to follow for each application route are outlined below.

Residents Association

1. Individual to discuss Nicer Neighbourhoods idea at the next public/online meeting
 - Describe the idea in as much detail as possible
 - Identify the specific location of the proposal
 - Discuss how the space is used every day
 - Discuss how the idea benefits the community/environment
2. At the meeting the secretary should keep note of the attendees, take minutes and ensure residents in support sign the *Nicer Neighbourhoods petition template**
Alternatively request a letter or email from any resident in support
3. Further work is required by the committee members to engage residents that could not attend the meeting, such as conducting door to door interest or creating and advertising an online survey/poll or sending out letters or *contact slips***
4. Complete the application through the online form at www.ealing.gov.uk/residentinvolvement or contact the Resident Involvement Team for an electronic or hard copy application form

Community Group

1. Individual has Nicer Neighbourhoods idea, approaches existing Community Group or creates a new Community Group with a name
2. Sets up a meeting to discuss the idea (for example at a community centre or online)
3. Create a poster/notice to advertise the meeting to residents and display on noticeboards or post through letterboxes
4. At the meeting present the proposed idea
 - Describe the idea in as much detail as possible
 - Identify the specific location of the proposal
 - Discuss how the space is used every day
 - Discuss how the idea benefits the community/environment
5. Nominate a person to keep note of the attendees, record arguments for/against. Ensure residents in support sign the *Nicer Neighbourhoods petition template** Alternatively request a letter or email from any resident in support
6. Try to engage with residents that could not attend the meeting to gather more support, such as creating and advertising an online survey/poll or posting/displaying *contact slips***
7. Complete the application through the online form at www.ealing.gov.uk/residentinvolvement or contact the Resident Involvement Team for an electronic or hard copy application form

***The petition template** is a printable form to easily capture the details of residents in support of your Nicer Neighbourhoods idea

****The contact slip template** is a printable form to engage with residents who could not attend the meeting about your Nicer Neighbourhoods idea. It provides contact information should they wish to get involved.

These templates have been created to assist with resident engagement and can be used as required.