

Application Guidance

How to Get Started



This guide is for anyone interested in applying to use the eight Steel Containers that were part of the temporary Fargate Container Park development. It will help you understand the details of the containers and the application process. You may apply for just one, or multiple containers up to the eight available.

Points to consider if you're thinking of applying:

- **Start early.**
You'll need plenty of time to plan your project and put together a great proposal.
- **Be inspired by your community.**
Great projects make the most of what's special about their local area or business community and are rooted in what it needs.

Things you will need to do:

- Have a clear set of ideas
- Have a budget showing all the costs you expect within your project
- Have a 'lead organisation' that can enter into a contract with us and take on 'full responsibility/ownership of and liability for' the containers
- Be able to demonstrate support from your community

How we can support you:

- Give you a point of contact to work with
- Offer guidance and advice
- Put you in touch with your Local Area Committee Team

Once you've read this short guide through and want to know more, call us on **0114 273 6895**, or email citycentre.management@sheffield.gov.uk

We can support you through the application process.



What is the opportunity and how does the application process work?

Who can apply?

An application can be submitted by a group that is representing the interests of a community or an individual organisation. The group can include local businesses, community organisations, Councillors or Council employees, but the proposed project must be for the benefit of the local community.

Applications will be expected to demonstrate the following:



Your project is aimed at benefiting the local community in your target area or sector



You can name the lead organisation that will receive and manage the funding



What can projects deliver?

Projects to utilise the containers can deliver any mix of things that support Sheffield City Council's strategic goals. These are:

- **Fair, inclusive and empowered communities:** Sheffielders contribute to and shape the issues that matter to them in their communities and their city
- **Strong and connected neighbourhoods which people are happy to call home:** Sheffielders live in clean, vibrant and caring communities where people feel safe and are treated with respect. More people have access to good homes, reliable transport, and the key local amenities they need to live their day-to-day lives
- **Tackling inequalities and supporting people through the cost-of-living crisis:** Sheffielders live in a city where inequality and discrimination are actively challenged, respect and diversity are valued and we strive to make our economy and our city work better for everyone
- **Healthy lives and wellbeing for all:** Sheffielders all have the opportunity to lead long, healthy, active and happy lives and can connect to the right health and wellbeing support at the right time
- **Clean economic growth:** Sheffield seizes on the opportunity for clean, sustainable and inclusive growth and supports an innovative and creative city economy with thriving businesses and good jobs
- **Happy young people who have the start they need for the future they want:** young Sheffielders are happy, safe and have the opportunities they need to be fulfilled and reach their potential in a changing world

This could mean creating classrooms, changing areas for sport, secure storage or events providing catering facilities – or anything else you come up with. It's important to make sure everything you want to deliver is:

- realistic
- deliverable within one year (projects shouldn't need to start before November 2023 but must be able to receive the containers by April 2024)
- well costed
- inspired by your area and community

What do the containers encompass?

There are 2 x 30 foot long containers and 6 x 40 foot long containers.

The containers are made of steel. All the containers have been modified in some way and will contain doors and windows apertures. Some containers will have inlets for power and water. Some have fittings and plumbing for toilets and hand sinks.

There are 3 x set of green wall fittings and plumbing.

There is a set of steel steps and decking.

Detailed plans can be found [here](#).

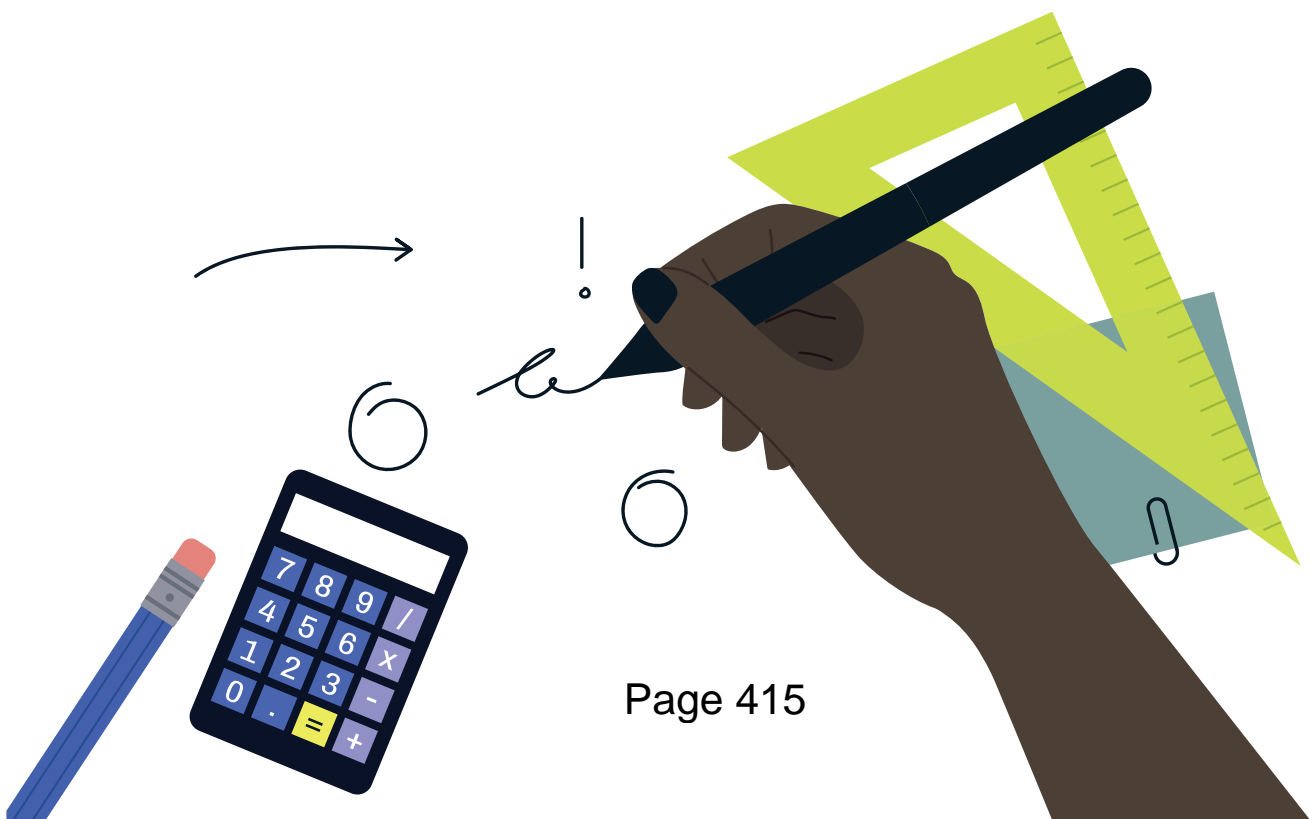
Organisations need to be able to fund the collection and transportation of the containers to their site.

Organisations will need to arrange all relevant permissions to allow the containers to be used for their project, this could include, but not be limited to:

- [Planning permission](#)
- [Licensing](#)
- Insurance and public liability cover
- Building control approval
- Connection to utilities
- Relevant fire assessments for construction and use of containers.

Organisations can apply to bid for all units or fewer depending on their needs.

This process is open to community organisations and not for profit companies to bid. This process is not open to commercial companies to purchase the containers. This does not prevent community organisations from working in partnership with businesses to ensure the project is successful and sustainable.



How will the Council decide which projects are approved?

Applications that pass the eligibility checklist above will be scored by a Steering Group. This group will be made up of:

- senior Councillors from the three political parties represented on the Council
- senior Council employees

Applications will be scored out of 5 against set criteria. The pass mark for all criteria is 3 and applications will need to meet a minimum threshold of 15 points to progress. Scoring is not subject to appeal.

How can the Council support your group with their application?

You will need to actively help by explaining what the issues are in your area and the things you want to focus on.

You will be part of discussions with the wider community because it is you and the local project team that will take the project forward if it is approved.

How can the Council support your project?

For successful applicants who go on to deliver their projects we will:

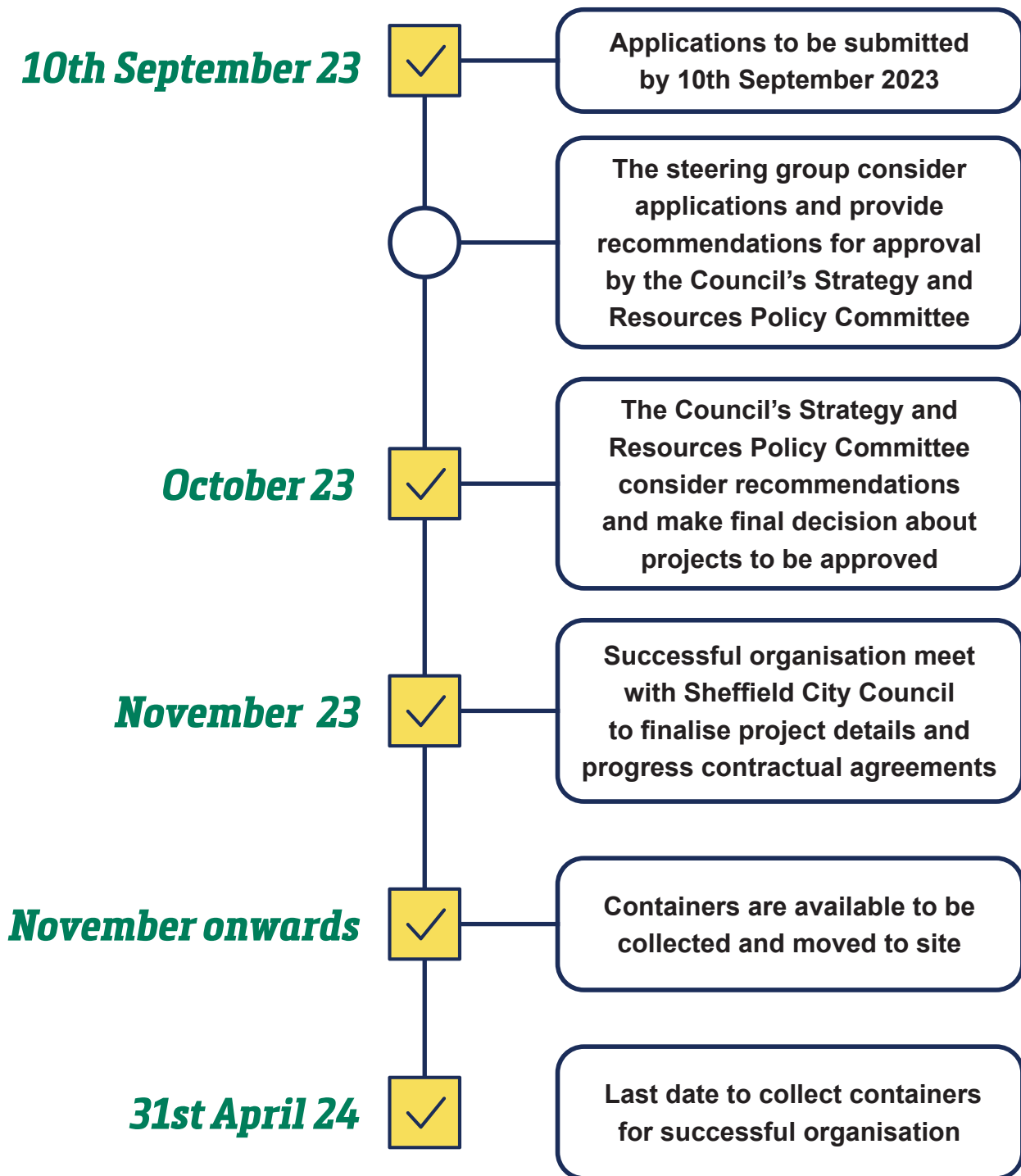
- help guide projects by: solving problems, connecting you with other parts of the Council and helping you through any Council processes.
- hold an initial welcome session to talk you through the process and how we expect to work together with you on the project.
- we would also be happy to discuss any wider training or support that could help your area and think about how we can help you meet these needs.

What does it mean to be a Lead Organisation?

The Lead Organisation will enter into a contract with the Council to deliver the project as set out in the application form.

Lead Organisations should be independent organisations, for example from the voluntary or community sector. We will not contract with new organisations that have no track record of delivery. The Lead Organisation should attend all meetings and be responsible for submitting any relevant paperwork.

Application Timeline



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