

SuperValu Tidy Towns

Caring for our environment



SuperValu Tidy Towns Entry Form 2019

Your pack includes:

1. A welcome message from Minister Michael Ring and Martin Kelleher Managing Director, SuperValu
2. Entry Form with Special Awards Information and Checklist
3. Terms and Conditions

All things considered, it's
SuperValu

Brought to you by
The Department of
Rural and Community
Development



Rialtas na hÉireann
Government of Ireland

How to complete your SuperValu TidyTowns Entry Form

The following notes are intended to assist TidyTowns Committees in the completion of the 2019 Entry Form.

1. Adjudication Period:

The adjudicator will examine new or maintenance projects which have been completed between 1st June 2018 and 31st May 2019. Adjudications commence in June and are completed by mid-August.

2. Clarity of information:

This may be the adjudicator's first visit to your town or village so please ensure your entry form and especially your map are very clear. Pay close attention to clearly showing your TidyTowns adjudication boundaries and landmarks such as the Church or School.

3. Identifying Projects:

Please number each new, maintenance or future project for 2019 on your Entry Form under the correct category. These numbers should be shown on the legend of your map where relevant. If you have no new work in any adjudication category please do not leave that category blank, just state 'no new work this year'. If any adjudication category is left blank this may affect marks under the Community - Your Planning and Involvement category.

4. Size of the entry:

Marks are awarded for the quality of your entry form. The form should be concise and should clearly reference all works undertaken since June 2018. With regard to your new or maintenance 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. Obviously, this requirement may not apply to some items - for example survey work.
- b. Provide a brief description of the project with appropriate details.
- c. Indicate when the work started and when it finished, or the proposed completion date for on-going or long-term projects.

5. Your Map

A good town or village map is essential to your entry. A **hand-drawn** map is perfectly acceptable if a formal printed map is not available or suitable. 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 as necessary and mark the key public buildings and landmarks. You are advised **not** to use Google mapping as this is often unclear/inaccurate. You may find the Ordnance Survey Ireland Urban (or Rural as applicable) 'Place' Maps most useful. A clear legend is an essential part of a map and you are recommended to include a legend on the map sheet itself. When numbering projects, your first project under Streetscape & Public Places should be numbered 1, and carry this numeric sequence into subsequent categories. **Numbers should not be replicated.** Failure to include

an adequate map may affect marks under the Community - Your Planning and Involvement category.

6. Back-Up Information

Backup information should be as concise as possible and should only relate to this year's entry. Additional information should be clearly referenced to the appropriate category in the entry form. **Do not use ring binders** as these can come apart. 'Poly-pocket' file folders are acceptable. **Do not laminate additional documents** as this prevents an adjudicator making notes on these pages. Adjudicators may not always be able to refer to websites or social media for further information. **We recommend you do not include loose documents or photographs with your application** but if you do, mark them all clearly with village or town name and the date of when the photograph was taken.

7. Photographs

Photographs can be of great assistance to your adjudicator. Before and after photographs are helpful, just a pair of photographs of each new project is recommended. **If you are including photographs we recommend you use the Word version of the entry form, with the photographs electronically inserted under the appropriate category.**

8. Submitting your Entry Form

You can submit your TidyTowns entry using either this Entry Form booklet or the electronic format Word document available on www.TidyTowns.ie. **Use one version only.** If submitting material in addition to this entry form please post your entire entry in one envelope. The inclusion of CDs/DVDs etc. is not recommended. **Email entries should be in one single email and must not exceed 20MB.**

9. Special Awards

Details of all the Special Awards and how to enter them are included on the next page of this booklet. Please do not insert Entry Forms to the Special Awards into your TidyTowns Entry Form as these are separate competitions and are judged by the Special Awards sponsors. They can, of course, be posted in the same envelope. If you have entered one or more of the Special Awards which are relevant to a TidyTowns category you should also record this as a project on your TidyTowns Entry Form.

10. Closing date

It is important that completed Entry Forms are submitted to reach the TidyTowns Unit before the closing date of May 17th, 2019. Late entries or additional material sent after that date will not be accepted once adjudication has commenced. **A copy of the competition Terms & Conditions are contained in your TidyTowns Pack.**

Completed Email Entry Forms should be returned to: tidytowns@drccd.gov.ie

Completed Postal Entry Forms should be returned to: TidyTowns Unit, Department of Rural and Community Development, Government Offices, Ballina, Co. Mayo, F26 E8N6

Closing Date Friday 17th May 2019

Special Awards

Don't forget to download your entry form to our Sponsored Special Awards at www.TidyTowns.ie or at the sponsor's website

Our sponsored Special Awards are organised in parallel to the main competition and look to reward initiatives focused on improving your community. Entry is open to all TidyTowns committees as well as other interested individuals or groups. Details of all the Special Awards and how to enter them are included in this booklet.

Entry into the Special Awards is purely voluntary and non-entry will not affect performance in the main competition.

Please return all your completed application forms clearly marked as Special Award Entry to: TidyTowns Unit, Department of Rural and Community Development, Government Offices, Ballina, Co. Mayo, F26 E8N6.

We are delighted to announce some new sponsors under our Special Awards category for 2019. Please visit www.tidytowns.ie to keep updated on these special awards. If you encounter any difficulties accessing any of the special awards application forms, please contact the TidyTowns unit and we will post the relevant forms to you for completion. Best of luck to you all.

Closing Date: Same as TidyTowns Competition, May 17th, 2019

NEW THIS YEAR SuperValu and AsIAm Inclusive Communities Award Prize Fund €2,000

Sponsored by SuperValu and AsIAm

This is a special award to recognise examples of sustainable inclusion by TidyTowns committees towards the autism community.

This award recognises the work done by committees in embracing and including the autism community. SuperValu and AsIAm are constantly striving for more inclusive communities and this award is to recognise the hard work done by committees that are also striving for inclusivity.

Committees need to demonstrate how they have promoted the inclusion of the autism community in their entry.

A prize of €2,000 will be awarded to the TidyTowns committee who demonstrates inclusion of the autism community through autism friendly projects and initiatives.

Resources and information regarding autism friendly practices are available on SuperValu.ie, AsIAm.ie and ILoveClonakilty.ie.

For more details see www.tidytowns.ie, www.AsIAm.ie or www.supervalu.ie

NEW THIS YEAR

Leave No Trace Award Prize Fund: Training to the value of €1,000

Sponsored by Leave No Trace Ireland

Leave No Trace Ireland recognise that community groups across Ireland are putting in tremendous efforts to promote the ethos of "Leave No Trace" and responsible outdoor recreation in their local community. This year, the environmental non-profit are acknowledging these efforts by launching a new "Leave No Trace TidyTowns Award".

The award is open to any community group who has shown an appreciation for their outdoor environment and has taken action to promote responsible outdoor recreation. We would like communities to tell us about initiatives undertaken between June 2018 and May 2019 (examples include: educational campaigns of leave no trace in communities, responsible dog owner campaigns, campaigns to reduce single use cups, responsible cycling, hiking or water campaigns).

The Prize: Educational training to the value of €1000 for 1 community group across Ireland. (1 Awareness Workshop for Tidy Towns Committee and 1 space on the Leave No Trace Ireland 2 day Trainer Course) and a specially designed sign for the community group to erect in the local park / amenity with Leave No Trace Ireland principles.

For more details see www.tidytowns.ie and www.leavenotraceireland.org/news

NEW THIS YEAR Climate Action and Air Quality Award Prize Fund: €6,000

**Sponsored by The Department of Communications,
Climate Action and Environment**

The overall aim of the new Department of Communications, Climate Action and Environment sponsored, 'Climate Action and Air Quality Award' is to recognise the great input local communities can make in addressing climate change and air quality. The purpose of this award is to raise awareness and promote behaviour change.

Four prizes will be awarded. Two prizes of €2,250, one overall runner up prize of €1,000 and also recognising the key role of the younger generation we have an additional award of €500.

Further information can be found on our website www.dccae.gov.ie/tidytowns or you can contact Orla or Emmet at climateawards@dccae.gov.ie or www.tidytowns.ie

NEW THIS YEAR

RIAI Appropriate Fenestration Special Award Prize Fund €1,500

Sponsored by The Royal Institute of the Architects of Ireland

This is a new RIAI sponsored special award to promote appropriate fenestration in Irish towns and villages. The streets of Irish towns and villages are composed of architecture from differing periods, with both historic and modern buildings. Depending on local context, conservation of historic fenestration, and well-designed modern fenestration are equally valid, with both approaches likely to be necessary in any urban environment. There is a prize of €1,500 for the town (first 3 categories only) with the most appropriate fenestration in an urban street context. The submittal will consist of photographs of the buildings, showing all of the buildings in a chosen street. The awarding committee may share the award between more than one town as appropriate.

For more details please visit www.riai.ie or www.tidytowns.ie

Waste Prevention Award - Environmental Protection Agency Prize Fund €2,000

Sponsored by the Environmental Protection Agency

The EPA Waste Prevention Award is to recognise communities that have undertaken activities to prevent waste and use resources efficiently. Any initiatives to reduce: waste, water use, energy use, or use of materials is included; whether by the community, householders, businesses, schools, with your local authority, or other organisations. Work done under the main competition category 'Sustainability – doing more with less' can be relevant to this special award.

The overall national winner will receive a €1,000 prize, with 2 national runner-up prizes of €500 each.

For more details, including the entry form, see www.tidytowns.ie or localprevention.ie/tidytowns

School Award Prize Fund €5,000

Sponsored by SuperValu

The School Award is an initiative by SuperValu which encourages schools in each and every community to get involved with their local committees and play their part towards creating a better community.

This year SuperValu are looking for either a National or Secondary school that showcases a significant contribution to their local TidyTowns activities, to encourage greater youth involvement with TidyTowns initiatives.

A finalist group from each of the four regions will be chosen, with each finalist group receiving €1,000. The overall winner will then receive an additional €1,000.

For more details see www.tidytowns.ie or www.supervalu.ie

RIAI TidyTowns Urban Challenge Special Award Prize Fund €5,000

Sponsored by The Royal Institute of the Architects of Ireland

This award aims to broaden understanding of the importance of good urban planning and design to society, the environment, and the economy. In particular the aim is to engage with local communities and provide practical support in the form of architectural expertise in relation to local built environment issues. Application for the award is open to categories in the Village or Small Town (1,001 – 5,000), and Large Town or Urban Centre (5,001 – 15,000) categories.

The award consists of an architectural commission to the value of €5,000. The commissioned architect will work with the local TidyTowns committee to provide an analysis of the problems of the town and a framework to address them. The submittal will request the applicant to identify the unique characteristics of local public realm, as well as particular problems with which an architect may be able to assist.

For more details please visit www.riai.ie or www.tidytowns.ie

The Waters and Communities Award Prize Fund €7,000

Sponsored by Inland Fisheries Ireland, Waterways Ireland and the Local Authority Waters Programme.

The Waters and Communities Special Award 2019 aims to encourage community groups to get more involved with their local waterbodies by helping to preserve, promote and fully utilise their local natural water heritage. The award is open to any community group who has shown an appreciation for their water environment and water heritage by showing examples of initiatives undertaken between June 2018 and May 2019 (examples include: support to biodiversity and heritage; promotion of angling; awareness raising; clean ups; provision or upgrading of amenities, etc).

For more details see www.tidytowns.ie or www.watersandcommunities.ie

Can It! 2019 - Every Can Counts Prize Fund €1,500

Sponsored by Alupro Ireland

Every Can Counts aims to make it easier to recycle your drink cans and make a difference. The partnership between drink can manufacturers and the recycling industry, aims to encourage you to recycle more whether at work, college, a festival or just out and about. The Can It! Competition 2019 is asking TidyTowns groups to increase drink can recycling points throughout their town. Entrants will be judged on the number of can recycling points and variety of locations.

For more details see www.tidytowns.ie or www.everycancounts.ie

Closing Date Friday 17th May 2019

All Ireland Pollinator Plan: Local Authority Pollinator Award 2019 Prize Fund: €9,000

Sponsored by the Heritage Offices & Biodiversity Offices of Local Authorities across Ireland, in partnership with the National Biodiversity Data Centre

The Local Authority Pollinator Award aims to encourage TidyTowns groups to implement pollinator friendly actions in their towns and villages as part of the TidyTowns competition. Irish bees, crucial in the pollination of our plants, trees and vegetables, are in decline. This is because we've drastically reduced the areas where they can nest and the amount of food our countryside provides for them. The aim of the award is to reverse this trend by encouraging TidyTowns groups to take simple measures such as leaving wildflowers to grow alongside roadsides and field margins, reducing the use of pesticides and using more pollinator friendly planting in parks and gardens. The award supports the All Ireland Pollinator Plan 2015-2020 and is co-ordinated and sponsored by the Heritage Offices & Biodiversity Offices of Local Authorities across Ireland, in partnership with the National Biodiversity Data Centre.

There are two award categories:

- Village or Small Town
- Large Town or Urban Centre

A prize of €1,000 will be awarded to the four Regional winners in each of the two categories. Out of these eight regional winners, one overall national winner will receive an additional €1,000. Awards will be given to all categories, subject to satisfactory standard being reached.

For more details see www.tidytowns.ie or www.pollinators.ie

Heritage Award - Heritage Council Prize Fund €1,000

Sponsored by the Heritage Council

The Heritage Award, sponsored by the Heritage Council, seeks to promote a greater awareness of the value of heritage to social cohesion, wellbeing and sustainable economic development.

Passed on to us from previous generations, our heritage encompasses not just buildings, monuments and museum pieces, but also our distinctive landscapes, native wildlife and woodlands, seascapes, geology, heritage gardens and parks, inland waterways, folklore and crafts. The Heritage Council seeks to recognise those who work at local level to benefit an aspect of our heritage and to promote its value to a wider audience.

For more details see www.tidytowns.ie or www.heritagecouncil.ie

Tree Project Award - Tree Council of Ireland Prize Fund €1,000

Sponsored by the Tree Council of Ireland

The Tree Project Award recognises the huge impact that properly positioned trees can have in a town or village and the importance of having the right tree in the right place. It is essential that careful thought is put into not only the planting but also the management of the trees over their life-span.

The award rewards the TidyTowns Committee which has demonstrated the highest tree placement and maintenance standards.

For more details see www.tidytowns.ie or www.treecouncil.ie

Gum Litter Taskforce (GLT) Competition Prize Fund €5,000

Sponsored by the Gum Litter Taskforce (GLT)

The GLT would like to reward communities that are implementing environmental awareness initiatives to eliminate chewing gum litter in their area.

For more details see www.tidytowns.ie or www.gumlittertaskforce.ie/tidy-towns-awards.



In addition to the Special Awards referenced above, there may be others that you might be interested in. Visit www.TidyTowns.ie for further information and how to apply.

Don't Forget to look at the checklist at the back of this leaflet

About You!

Name of your Town/Area/Village/Island _____

Name of your Town/Area/Village/Island in Irish _____

County _____

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

Specify your Local Authority _____

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 _____

Email _____

Internet or Social Media address _____

*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)

By signing below, I understand and agree to be bound by the terms and conditions of the SuperValu Tidy Towns Competition and consent to the personal data contained in this form being released to printers for the purpose of posting invitations, entry forms, results books or other documentation for the purpose of administering the SuperValu Tidy Towns Competition and other related initiatives. I also consent to this data being released to the Tidy Towns Adjudicators as part of the Entry Form upon which our adjudication is based. I understand that the printers contracted to carry out this work will be advised that all data should be deleted once the specific task has been completed. I understand that Personal Data provided in this form will be retained by the Department for a period of 3 years for the distribution of entry forms and information directly related to the competition.

I understand that I can withdraw my consent at any time to this information being stored or used in this way by writing to the Tidy Towns Unit stating I am withdrawing my consent.

Signed (on behalf of entrant) _____

Date ____/____/2019 _____

Community - Your Planning and Involvement

60 Marks

Marks are awarded for 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 TidyTown Plan. Consideration will be given to social inclusion, whole of community approach, the role of volunteers and new residents in activities.

Please indicate:

Number involved in your Committee: _____

Number not on committee but who volunteer: _____

Please indicate the level of voluntary commitment (number of TidyTown 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 and 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 TidyTown, is there youth representation on your committee?

Identify any specific project where particular effort was applied since June 1st, 2018 (This can include ongoing maintenance work or a new project).

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



Don't Forget to look at the checklist at the back of this leaflet

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

Streetscape & Public Places

60 Marks

Buildings: Conservation and presentation of heritage buildings and quality of shop-fronts will be considered, taking account of the design, sustainability, accessibility, usability and suitability of new structures or civic amenity buildings for all people, regardless of age, size, ability or disability. Please highlight the efforts made to address derelict sites and unoccupied buildings even if unsuccessful.

Public Spaces: Consideration will be given to; squares, parks, streetscape, paving, landscaping and street furniture mindful of sustainability and access for all. Condition of street lighting, building facade lighting, appropriately designed signage and way-finding relating to streets and place nameplates. Attention will be given to the presentation of parking locations, historical trails, walkways and access points to local amenities or facilities and the general use of the Irish language.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop.

It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

Green Spaces and Landscaping

60 Marks

Communities should demonstrate the following: The planning, design and management of green spaces. The selection and appropriate siting of trees and their ongoing maintenance, including formative pruning, watering and attention to the stakes and ties. Presentation of landscaping of all entrances to your town/village/locality in consultation with your local authority, where appropriate. The use of suitable plants for hedges and shrubs for year round effect is important as is the siting of seasonal bedding schemes where you wish to highlight important areas. The use of plant containers can provide impact where it is not possible to plant directly into the ground. To reduce maintenance tasks limit the use of containers. To demonstrate the year round impact of the landscape works in your community, you are encouraged to provide dated photographs of, for example, daffodil schemes which are not evident in summertime.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

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Nature and Biodiversity in your locality

50 Marks

Show your understanding and awareness of nature and biodiversity in your locality. This may include protected areas and/or areas important for conservation e.g. waterways, field boundaries, coastal features etc.

Show an appreciation of how your local species and habitats should be best managed and protected. Evidence of co-operation with expert groups and relevant authorities, especially in carrying out work in sensitive areas is desirable.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

Sustainability - Doing more with less

50 Marks

Describe how your activities help to make your centre more sustainable and reduce your environmental impact. For example, consider how you use your resources (e.g. methods or materials you use), in your project work under one or more of the following key themes: sustainability, water, transport, waste, energy, and climate action. Describe awareness raising activities carried out across your community and detail any involvement with other Community Groups in this category.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

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Tidiness and Litter Control

90 Marks

Tidiness: General lack of clutter, blocked footpaths, redundant poles, unsightly overhead electric cables, absence of graffiti and fly-posting, and evidence of control of weed growth at kerbs. Absence of unsightly and or inappropriate advertising, such as that on gables of buildings and mass produced advertising banners in shop fronts. Please note that although general tidiness is evaluated and marked in this category, tidiness is also considered under other categories including the Streetscape & Public Places, Approach Roads, Streets & Lanes.

Litter: The adjudicator will assess the absence of litter and dumping, evidence of litter control strategy, including regular litter patrols, segregation of collected litter during clean-ups and promotion of anti-litter awareness throughout the community.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

Residential Streets & Housing Areas

50 Marks

Residential streets that include Town Houses are integral parts of towns and villages and should be treated in a similar fashion to public and private housing developments. Consideration is given to proper presentation and maintenance of all properties with due cognisance given to maintenance of frontages, boundary and gable end walls. Gardens, where applicable, should be presented to a good standard. In housing developments green areas should be cut regularly. Children's play areas to be considered with equipment maintained to best standards. Where possible individual estates should have suitable name signs - stones, plaques, sign posts, etc. preferably bilingual. Unfinished estates will not reflect badly on the efforts of any community but examples of how the community is addressing this issue should be highlighted.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

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Approach Roads, Streets & Lanes

50 Marks

Appropriate presentation of approach roads, including the roadside verges and their boundary treatment. The appearance of town and village streets, connecting roads, laneways, bridges and cycle lanes. Provision for inclusive access and pedestrian connections.

Please refer to Note 3 on Page 1 and state if you have entered a Special Award relevant to this category.

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable. **Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

Mapping your town or village

Please draw or attach a sketched or printed map of your town/village/area with street and place names and prominent landmarks. The locations of your new work for this year's competition should also be marked. Ensure each project is clearly listed in the legend.

Please see advice at Note 5 of 'How to complete your SuperValu TidyTowns 2019 Entry Form' at the beginning of this booklet.

Please note the following advice;

- A hand-drawn map is perfectly acceptable if a formal printed map is not available or suitable.
- Map should be a manageable size, A4 or A3 depending on the layout of your town or village.
- Please name priority streets/roads as necessary and mark the key public buildings/landmarks.
- You are advised not to use Google mapping.
- You may find Ordnance Survey Ireland Urban (or Rural as applicable) 'Place' Maps most useful.
- A clear legend is essential; please ensure that a unique numbering sequence is applied.



Don't Forget to look at the checklist at the back of this leaflet

Your TidyTowns Entry Form Checklist

- Ensure you have signed and dated the entry form in the “About You” section and that you have completed all categories.
- If you are posting your entry, there is no requirement to register it but we suggest you obtain proof of postage and keep copies of all material in the unlikely event it gets mislaid.
- If emailing your entry, please ensure it is sent to **tidytowns@drcd.gov.ie**. It should be all contained in **one email and must not exceed 20MB**. We will acknowledge receipt of all email entries but please allow 10 days after the closing date for this acknowledgment.
- If posting or emailing photographs, it would be advisable to copy them into a WORD document which will reduce the size for email entries and the weight for postal entries, you can easily fit up to 4 or 6 photographs per page.
- Sometimes less is more, be mindful of the volume of material you submit, the Adjudicator has limited time to review your work during their visit so it should be presented in a clear and concise manner.
- Please pay particular attention to the inside of the booklet which contains useful information on submitting your entry and also the Terms and Conditions included in your entry pack or on **www.tidytowns.ie**
- Please ensure you have included a map of your area, hand-drawn maps are more than welcome as long as they contain a legend and have the notable landmarks highlighted in addition to all of your projects for 2019.
- Please ensure you have included your TidyTowns 3/5 year plan with your entry.
- Don't forget to enter our Special Awards, information can be found at the front of this form.

Best of Luck!