

# **Platinum Jubilee Parks Fund: Guidance Notes**

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**Contents**

<b>The Fund: Basics .....</b>	<b>3</b>
<b>What to Include in your Application Form .....</b>	<b>6</b>
<b>Assessment Criteria .....</b>	<b>11</b>
<b>Decision Making .....</b>	<b>13</b>
<b>Appendix.....</b>	<b>14</b>

## **One Million Pounds Platinum Jubilee Parks Fund: Guidance Notes**

We are delighted as part of HM the Queen's Platinum Jubilee celebrations, to be able to unveil £1 million pounds to contribute towards community led projects that improve our green spaces.

This document sets out the requirements for projects in order to be able to receive grants from this fund. Therefore, if you have a project in mind, we would love to hear about it!

### **The Fund: Basics**

#### **1. What can the Budget be used for?**

- 1.1. The *Parks Platinum Jubilee Fund* will contribute towards both the refurbishment and renewal of the Council's Parks and Open Spaces, along with the installation of new assets through community led projects.
- 1.2. Your proposal must be within a green space that is owned and maintained by the Council. This includes (but is not limited to) Parks, Open Spaces, Heathlands, Meadows, Woodlands, Cemeteries and Allotments.
- 1.3. The focus of these proposals can include (but is not limited to):
  - Improving playground equipment across the borough, including the replacement of playground surfacing.
  - The installation or improvement of community assets such as water play, hard-court play areas and outdoor gyms.
  - The installation or improvement to Open Space infrastructure that help improve park accessibility such as footbridges, cycle racks, footpaths, pond embankments, riverways, walking routes, lighting, pergolas, parks signage etc.
  - The conservation and enhancement of natural beauty such as the upgrading of floral bedding, herbaceous borders and community restorative projects.
  - The conservation and enhancement of biodiversity such as through projects that encourage nature friendly regime management.
  - Supporting the establishment/continuation of grass root sports.
  - Bringing an unused asset back into public use.

## 2. Who can Apply

- 2.1. The Council welcomes applications from all sections of the community including Ward Councillors, Friends of Parks groups, Sports Associations, Community Organisations, specialist interest groups and charities.
- 2.2. Please note that if you are **not** a Friends of a Park Group, we request that your group fit the following criteria:
  - That your group consists of at least 3 local residents and 1 local Friends Group representative (if a Friends Group exists in the space in question).
  - It has a written constitution or set of rules.

**Groups that do not fit these criteria will be ineligible for the fund.**

- 2.3. The budget will be used to support proposals from all over the borough and not simply distributed on a 'first come, first served' basis.
- 2.4. In order to ensure as wide a number of groups are able to access this fund, we will generally limit each group to one successful application. Exemptions however can be made if a 2<sup>nd</sup> proposal receives the support of the local ward councillors and the approval of both the Portfolio Holder for Sustainability, Green Services and Open Spaces and the Portfolio Holder of Resources, Commissioning and Contract Management.

## 3. How and When to Apply

- 3.1. Applicants should submit their application on the form which can be found on the dedicated Platinum Jubilee Parks website ([www.bromley.gov.uk/jubileeparksfund](http://www.bromley.gov.uk/jubileeparksfund)).

This page also contains:

- An FAQ page to address any questions or issues that an applicant may have.
  - Contact details for applicants to raise any further issues should these not be answered sufficiently by the webpage content.
- 3.2. If your proposal is requesting more than £3000 from the fund, in order to assist with the scheme's management there will be twice yearly application rounds which will be published in advance and advertised with details. These will have deadlines for submission on the 1<sup>st</sup> April and 1<sup>st</sup> October each year.

- 3.3 If your proposal is requesting under £3000 from the fund you may submit the application at any time as part of a 'fast-track proposal'.
- 3.4 Applicants are welcome to continue to work on their proposals in the time period between them submitting it and the Council reviewing it, however you should note that this would not guarantee that your proposal will necessarily be selected for funding.
- 3.5 Applications that are submitted after a deadline will only be considered as part of the next round of funding.

#### **4. Level of Funding Available**

- 4.1. The Council will make a maximum contribution of £20,000 to any one proposal, however you may submit a proposal of a larger value that is supplemented by external grant funders.
- 4.2. The Council will make a maximum contribution of £40,000 to proposals within one electoral ward in total.
- 4.3. A proposal in either an individual green space that covers more than one electoral ward, or that stretches across multiple sites will be assigned to one electoral ward for the purposes of this fund at the Council's discretion.

## What to Include in your Application Form

This part of the document will help guide you through what will be required on each page of the application form. Please note that in parts the criteria differ slightly for those proposals that are requesting under £3000 from the fund. Where applicable it has been noted in *italics*.

When completing the form please ensure that you fill it in thoroughly and that you provide all of the requested information, as this will ensure that the Council is best able to assess the project and that it has a greater chance of success. The Council reserves the right to reject any application that does not fulfil its requirements and/or is found to have deliberately provided false or misleading information.

### 5. Group Applicant Details

Please provide on this page of the form:

- The name of the community group or organisation that is applying for the fund.
- Whether you are asking for more than £3000 from the fund.
  - *Please tick 'Yes' if this applies to you and you will be directed to the next question*
  - *Please tick 'No' if it doesn't and this will be the end of this page of questions.*
- Whether you are a Friends Group
  - *Please tick 'Yes' if this applies to you and you will be directed to the next question. You will then be asked to select how many members are in your Friends Group from the list of dropdowns. This page of the form will then be finished.*
  - *Please tick 'No' if this applies to you and you will move to the next question.*
- That your project is supported by that it is supported by a committee made up of at least 3 local residents and 1 local friends group representative (if your proposal is in a park or green space) for the proposed project site:
  - *If 'Yes' you will then move to the next question.*
  - *If 'No' you will be informed that you do not meet the relevant criteria for the fund and will be unable to complete the form.*
- That your group has a written constitution
  - *If 'Yes' you will then move to the next question.*
  - *If 'No' you will be informed that you do not meet the relevant criteria for the fund and will be unable to complete the form.*

## 6. Lead Contact for the Proposal

On this page of the form please provide the contact details of a representative who the Council will communicate with in regard to the proposal including their name, their position within the organisation or group, and a contact email address and telephone number (if they are happy to be contacted in this manner).

## 7. Proposal Details and Business Case

On this page of the form, you must provide a robust business case that provides clear outputs that meet a community need that you have identified. This page is split into the following sections:

- Where your proposal will take place. Please provide the name of the location and its address including postcode (e.g. *Kelsey Park, Manor Way, Beckenham, BR3 3LS*)
- A summary of your project idea of maximum 300 words, making sure that you include the following information:
  - What you plan to do as part of your proposal
  - How you identified the need for your proposal and the evidence to support it.
  - What improvements and benefits will be gained from the proposal that meet the need you have identified.
  - Who you plan to work with to deliver it.
  - An indication of the timescales you think will be required to deliver the proposal.

An attachment box is provided for this question for you to set out your case in a separate document.

- How your proposal will align to the specific aims of the Open Space Strategy. (<https://www.bromley.gov.uk/downloads/download/423/open-space-strategy>). This question contains text boxes with the 5 main strategic aims which you can write 1000 characters (please note this includes spaces) on how your project meets these. **A proposal does not need to meet all of these aims in order for it to be successful however please state where you believe it does. The strategic aims are:**
  - SO2: Protection and Enhancement of Biodiversity (*does your proposal help with biodiversity and over what area/number of sites*)
  - SO2: Protection and Enhancement of Cultural/Historical assets (*does your proposal enhance an asset such as through diversifying its use or enhance one with an historical or scientific quality*)
  - SO3: Benefit to Community Physical and Mental Health (*does your proposal help to tackle social isolation and loneliness or promote healthy lifestyles and eating*)
  - SO4: Enhancement to Community Facilities (e.g. playgrounds) (*does your proposal address any under provision or diversify use of a community asset*)
  - SO4: Enhancement to Sporting Facilities. (*does your proposal diversify the type and number of uses in one space and promote inclusivity*)

- An attachment box is provided for you to drop files should there be anything else that you wish to tell us in support of your proposal, for example how it may align to the strategic objectives of another Council policy (e.g. *Tree Management Strategy*). In particular applicants are also encouraged to submit proposals that help to tackle loneliness and meet the objectives of the Council's *Tackling Loneliness Strategy* (<https://www.bromley.gov.uk/help-adults/tackling-loneliness/1>)

## 8. Proposal Support

On this page of the form, you must provide sufficient evidence of support from stakeholders based within the locality of the Park or Open Space in which your proposal is located:

- You must present signatures of least 100 local residents (on the electoral roll) in support of the project that are different to those located on the project committee. These residents do not necessarily have to live within the same electoral ward in which the greenspace in question is located but they must demonstrate a significant interest in it. An example form (**Form A 'Proposals Supporters Form'**) to collect signatures is provided on the Council website but it will accept them in any format so long as name, signature, indication of whether they are from the local area and their reason for support is included. Electronic signatures are accepted.
- In addition, **it is beneficial but not essential**, if you can demonstrate any other additional stakeholders that are in support of the project including Ward Councillors or a local MP, and can be in the form of emails, written statements or any other means of communication where their support is explicitly expressed.

*Please note that for proposals requesting £3000 or less from the fund, this element is not required.*

## 9. Proposal Finances

On this page of the proposal, you must indicate that it has the required funding to both undertake the works required and cover any on-going maintenance as recommended by the manufacturer's warranty or similar. Quotations however are not required at this stage.

**The Council reserves the right to reject any application on the grounds of insufficient funds.**

Please provide on this page of the form:

- The total amount that you are requesting from the Platinum Jubilee Fund.
- The total estimated cost of the proposal to include the ongoing maintenance costs.



- A full breakdown of the project costs and sources of funding. A form has been included on the Platinum Jubilee fund webpage to help you do this (**Form B Proposal Costs and Funding Form**), however the Council will accept them in any format so long as they provide information on both the project costs and the sources of funding as per below:

### **9.1. Project Costs**

You should provide a breakdown of the project costs. An item that **must** be included is an indication of the maintenance costs as follows:

- Where a new asset is to be installed the costs for the manufacturers recommended period of maintenance should be indicated as part of the total proposal costs.
- Where an existing asset is being replaced or updated, the difference in maintenance costs for 20 years should be indicated as part of the total proposal costs.
- If there is no impact on current Council maintenance costs and they can continue in the same arrangement as present, then this should also be noted.

### **9.2. Sources of Funding**

You should also provide a breakdown of all funding sources for the proposal and the amount undertaken which should include:

- For proposals requesting more than £3000 from the fund, evidence of £500 contribution from an external source. *For proposals requesting £3000 or less evidence of £100 contribution must be evidenced.*
- Where within your funding you intend to pay for any required ongoing maintenance. These costs can be included as either part of the amount requested from the Platinum Jubilee fund or from any additional funds secured but must be clearly indicated on the form.
- For any proposed external sources of funding:
  - Whether it has been secured and when.
  - Whether there are any terms and conditions that may impact upon the Council as a landowner.

## **10. Other Proposal Details**

This page is for you to tell us if there is anything else that has not already been covered by the application process that you would like us to take into consideration. This is set as a text box restricted to 1000 characters which includes spaces.

## Assessment Criteria

### 11. What happens next?

- 11.1 The Council will initially assess all proposals for their suitability for the Park and Open Space in question. Unsuccessful proposals will then be informed as outlined in *Section 15*.
- 11.2. If a proposal is initially judged to be suitable, please note that the Council may contact you to seek any additional information necessary to fully understand and scope out the project requirements which may include site visits. Whilst the Council and its representatives will make every effort to ensure proposals are successful, **you should note that should it become apparent during this assessment period that the proposal appears to be unfeasible, that it may be judged to be unsuccessful.** You will be informed it is unsuccessful as outlined in *Section 15*.
- 11.3. If the project is judged to be successful, you will be informed as such as outlined in *Section 14*.

### 12. Who will Assess Proposals?

- 12.1. For proposals requesting more than £3000 from the fund, all applications received by the stated deadline will be assessed by the Portfolio Holder for Resources, Commissioning and Contract Management who, following consultation with Council officers will make approvals as to which are the most viable and beneficial to receive funding from the scheme as part of the twice-yearly application round process.
- 12.2. For proposals requesting £3000 or less, applications will be assessed by the Portfolio Holder for Resources, Commissioning and Contract Management as and when received following consultation with Council officers.

### 13. What are the Assessment Criteria?

For all applications regardless of the value requested, the following salient points will be assessed divided into 2 categories.

#### ***a) Level of Council Resource required:***

This broadly covers the level of Council resource that will be required to support the project through to fruition and includes:

- The suitability of the proposed site for the proposal in question.
- The risk that will accrue to the local community in not proceeding with the proposal.

- The proposal finances including its total cost, the amount requested from the jubilee fund, other funding achieved and the ability for the proposal to be financially self-sustaining when complete.
- The level of Council and its operatives resource required to oversee the proposal including scoping the project, securing relevant permissions, securing external funding and the long term maintenance effort required once complete.

### ***b) Open Space Strategy***

The proposal will also be considered against how well it helps the Council meet the objectives of its *Open Space Strategy* as outlined in *Section 7*:

- A demonstrable benefit towards the protection/enhancement of biodiversity and over what area/number of sites.
- A demonstrable benefit towards the protection/enhancement of cultural and historical assets within parks and open spaces, such as whether it diversifies an assets use or makes a contribution to an asset with historical, artistic and scientific quality.
- A demonstrable benefit to community physical and mental health such as initiatives to tackle social isolation and loneliness and promote healthy lifestyles and eating.
- A demonstrable benefit towards the enhancement of community facilities such as playgrounds by addressing under provision or diversifying their use.
- A demonstrable benefit towards sporting provision such as diversifying the type and number of active uses that can take part in one space and promoting inclusivity from all members of the community.

Further information these assessment criteria is given in the Appendix to this document.

## **Decision Making**

### **14. Successful Applicants**

- 14.1. All successful applicants will be informed as soon as such a decision has been made by the Council.
- 14.2. Upon awarding of the funds, the Council reserves the right to attach any conditions that it believes are necessary to ensure good governance of the project, provide good value of money from the fund to its taxpayers and/or the protection of its Open Space Portfolio and their users.
- 14.3. Acceptance of the fund constitutes acceptance of its conditions, and the Council reserves the right to withhold or withdraw funding from the applicant.
- 14.4. The Council and/or its appointed representatives will monitor all ongoing projects. This monitoring will form the basis of semi-annual reports to the Council's Environment and Community Services Policy Development Scrutiny Committee on the progress of all projects related to the scheme.

### **15. Unsuccessful Applicants**

- 15.1. Unsuccessful applicants will be informed as soon as such a decision has been made by the Council.
- 15.2. Unsuccessful applicants will be advised on where their application did not succeed.
- 15.3. Applications that were unsuccessful can be considered in future funding rounds should the applicant wish to make a revised submission.

### Appendix: Platinum Jubilee Fund Scoring Matrix

Each proposal will be assessed with by a series of criteria that will each be marked out of 5 with each respective score multiplied by the respective weighting that the criteria has been given. Therefore, the maximum that a proposal can score is 45 on its standard score, and 500 on its weighted score.

There is no threshold in terms of a score that a particular proposal must pass in order to be deemed successful, but scores will be referenced in the recommendation form presented to the Portfolio Holder for Resources, Commissioning and Contract Management, and may also be referenced should we need to compare similar projects to one another.

The weightings of each category are given in the below table, followed by a key to the scoring areas.

Criteria	Weight	Proposal	Proposal Weighted
Suitability of Site	<b>12</b>	/5	0
Risk to Community	<b>8</b>	/5	0
Proposal Finances	<b>15</b>	/5	0
Resource Required	<b>15</b>	/5	0
Biodiversity	<b>10</b>	/5	0
Historical and Cultural Assets	<b>10</b>	/5	0
Physical and Mental Health	<b>10</b>	/5	0
Enhancement to Community Facilities	<b>10</b>	/5	0
Enhancement to Sporting Provision	<b>10</b>	/5	0
<b>Total</b>	<b>100</b>	<b>0</b>	<b>0</b>

London Borough of Bromley  
Platinum Jubilee Parks Fund: Guidance Notes

CRITERIA		1	2	3	4	5	Collective Score
<b>Suitability of Site</b>	<i>How Suitable the site or sites is/are for the proposal in question.</i>	Proposal is seen as unsuitable.	The proposal may be suitable but produces a small overall benefit.	The proposal is suitable and produces a moderate benefit.	The proposal is suitable and produces a strong benefit.	The proposal is suitable and deliver strong multiple benefits including those that do so across multiple sites*	
<b>Risk To Community</b>	<i>The risk that will accrue to the Council in not proceeding with the proposal.</i>	Little to no risk (e.g. no real expectations from the community and/or no missed financial opportunities)	A small risk (e.g. a small number of people will be disappointed and/or a small level of funding will be lost)	A moderate risk (e.g. A community group will be disappointed but not disadvantaged and/or a moderate level of funding lost)	A strong risk to the Council (e.g. a large community or communities will be disadvantaged and/or a large level of funding will be lost)	A very strong risk to the Council reputation (e.g. the proposal would rectify significant health and safety concerns and/or the loss of significant funding should it not proceed)	
<b>Proposal Finances</b>	<i>The level of finances required for the proposal to proceed.</i>	A significant level of financial input required (e.g. a high level of funding from the fund sought and significant fundraising to reach overall target and be financially self sustaining required).	A strong level of financial input required (e.g. the proposal will require a large amount outside of the fund and is difficult to make financially self sustaining)	A moderate level of financial input required (e.g. the proposal has asked for a large value from the fund but will be financially self-sustaining when complete).	A small level of financial input required (e.g. external funding largely secured and a small level of match funding required from the fund).	Little to no financial input required by the Council (e.g. it is low cost and/or funding has been largely secured from external sources)	
<b>Resource Required</b>	<i>The level of resources required by the Council and its operatives to enable the proposal to proceed.</i>	A significant level of officer support is required (e.g. a multi-faceted proposal that has to be managed at all stages by officers from the initial	A strong level of support required by officers (e.g. a proposal may have an external lead but require	A moderate level of support required by officers (e.g. a proposal which officers maintain an overview at all times but do	A small level of support required by officers (e.g. just the securing of the	The proposal can be undertaken by the proposer with no to minimal support required by officers.	

London Borough of Bromley  
Platinum Jubilee Parks Fund: Guidance Notes

		scoping stage through to its finish)	input at all stages by officers).	not require significant input at every stage)	relevant permissions)		
<b>Biodiversity</b>	<i>How well the proposal assists the Council in meeting its biodiversity and climate aims.</i>	The proposal has little measurable impact on these aims and may even negatively impact them.	The proposal has a small measurable impact on these aims (e.g plants a few trees for carbon sequestration)	The proposal has a moderate measurable impact on these aims	The proposal can demonstrate a strong contribution to these aims.	The proposal can demonstrate a significant contribution to these aims (including those that may do so across several areas and communities)*	
<b>Historical and Cultural Assets</b>	<i>How well the proposal contributes towards the Council's aim of preserving its heritage.</i>	The proposal has little measurable impact on these aims and may even negatively impact heritage assets.	The proposal has a small measurable impact on these aims (e.g. the proposal makes a contribution to a small asset such as a flowerbed).	The proposal has a moderate measurable impact on these aims	The proposal can demonstrate a strong contribution to these aims (e.g. a proposal that enables the improvement of an asset whilst also diversifying its use).	The proposal can demonstrate a significant contribution to these aims including those that do so to across multiple sites) and/or to an asset of significant historical, artistic or scientific quality (e.g. a scheduled monument)*	
<b>Physical and Mental Health</b>	<i>How well the proposal supports and encourages physical and mental benefits.</i>	The proposal has little measurable impact on these aims and may even negatively impact resident's physical and mental health.	The proposal has a small measurable impact on these aims	The proposal has a moderate measurable impact on these aims.	The proposal can demonstrate a strong contribution to these aims however it may be limited to a smaller geographical area or age group.	The proposal can demonstrate a significant contribution including those that do so across multiple sites and all age groups and spectrums.*	



London Borough of Bromley  
Platinum Jubilee Parks Fund: Guidance Notes

<p><b>Enhancement to Community Facilities</b></p>	<p><i>How well the proposal supports the Council in renewing community amenities within the Portfolio.</i></p>	<p>The proposal contains little or no measurable impact on facilities provision and may negatively impact them.</p>	<p>The proposal has a small measurable impact on facility provision.</p>	<p>The proposal has a moderate measurable impact on facility provision.</p>	<p>The proposal can demonstrate a strong impact on facility provision but this may be limited to one site.</p>	<p>The proposal can demonstrate a significant contribution to facility provision including those that do so across multiple sites and all sectors of the community (including within less prominent sites)*</p>	
<p><b>Enhancement to Sporting facilities</b></p>	<p><i>How well the proposal supports the Council renewing in enhancing the Sporting facilities across the Portfolio.</i></p>	<p>The proposal contains little or no measurable impact on sporting provision and may negatively impact it.</p>	<p>The proposal has a small measurable impact on sporting provision.</p>	<p>The proposal has a moderate measurable impact on these aims (e.g a proposal that improves sporting facilities at one site but limited to one sport).</p>	<p>The proposal can demonstrate a strong contribution to these aims.</p>	<p>The proposal can demonstrate a significant contribution to these aims including those that do so across multiple sites and various sectors of the community (including less prominent sites)*</p>	

*\* Please note that it is not mandatory for a proposal to deliver benefits across multiple sites, to an asset of significant historical, artistic or scientific quality and/or across a wide spectrum of the community to score a 5 under this category, but it is desirable.*