Jubilee Parks Fund Checklist for Applicants

The below checklist summarises everything that will require for a successful application to the Council's Jubilee Parks Fund.

☐ Name of the Community Group or organisation that is applying for the Fund

☐ Written Constitution of Group (*if you are not a Friends of Parks Group*)

☐ Lead Contact for the Proposal (their name, position, email address and telephone number)

☐ Location of Proposal (Full Address including Postcode)

☐ Project Summary of 300 Words

☐ Link your Proposal to the Council's Open Space Strategy

☐ Any other document in support of your Proposal.

☐ Signatures of 100 local residents (**Form A 'Proposal Supporters Form' can be used here -** *Not required if requesting £3000 or less*)

☐ Evidence of support of additional Stakeholders (*Not required if requesting £3000 or less*)

☐ An indication of the total amount requested from the Fund

☐ An indication of the total estimated cost of the proposal (including maintenance)

☐ Breakdown of indicative project costs and sources of funding (**Form B 'Proposal Costs and Funding Form' can be used here**)

☐ Any other Information not covered by the application process.

Group Applicant Details

If you not a Friends of a Parks Group your group will need to:

- Consist of 3 local residents and 1 Friends Group Representative (if a Friends Group exists for the site in question)
- Have a written constitution or set of rules.

Proposal Details and Business Case

- Within your project summary of 300 words please make sure you include the following information:

  o What you plan to do as part of your proposal
  o How you identified the need for your proposal and the evidence to support it.
  o What improvements and benefits will be gained from the proposal that meet the need you have identified.
  o Who you plan to work with to deliver it.
  o An indication of the timescales you think will be required to deliver the proposal.

- A proposal does not need to meet all aims of the Open Space Strategy to be successful, but please state where you believe it does.

Proposal Support

Projects requesting £3000 or less do not require the signatures of 100 residents or evidence of further support.

Proposal Finances

Please see guidance notes for further information.

These can be an indication of the total proposal cost, amount requested from the fund and maintenance and quotes are not required at this stage as if necessary you will be contacted to further work on these proposals.

Proposals requesting more than £3000 from the fund must evidence £500 of external funding. Proposed requesting £3000 or less must evidence £100 of external funding.

Jubilee Parks Application Form

Form Overview

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

You can use this form to apply for funding from the Platinum Jubilee parks fund.

Please read the **Platinum Jubilee application form information** before applying. The council reserves the right to reject any application that does not fulfil the requirements.

Use of your Personal Data

The London Borough of Bromley may use your personal data without your specific consent to provide you with one or more council services, and to comply with the council's statutory and legal obligations. Information about how the council uses and protects personal data and about personal data rights is available at (https://www.bromley.gov.uk/data-protection-freedom-information/subject-access-requests-privacy-cookies-statement)

Please only use the 'Previous' and 'Next' buttons, not your browser back button.

Begin this form

Privacy   Accessibility   Contact us

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 1 of 11 (possible) . You are 10% complete.

Group Applicant Details - Platinum Jubilee Parks Fund Application Form - Part 1

Name of Group or organisation *

Test

Are you requesting £3000 or more from the fund? *

⦿ Yes

◯ No

A 'No' to this question will take you to the next page.

Are you a Friends Group? *

◯ Yes

⦿ No

A 'Yes' to this question will take you to a question asking the number present which once answered will take you to the next question.

Please confirm that your group has at least 3 local residents and 1 local friends group representative? *

⦿ Yes

◯ No

A 'No' to this question will inform you that you do not meet the criteria for the fund.

Previous   Next

Home > Forms > Platinum Jubilee parks fund application form

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 2 of 11 (possible) . You are 19% complete.

Group Applicant Details - Platinum Jubilee Parks Fund Application Form - part 2

Does your group have a constitution? *

◉ Yes

◯ No

A 'No' to this question will inform you that you do not meet the criteria for the fund.

Please attach a copy

Drop files here or click to upload.

Previous   Next

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 3 of 10 . You are 30% complete.

Lead Contact for the Proposal - Platinum Jubilee Parks Fund Application Form

Name of contact *

Position within organisation or group *

Contact email address *

Contact Telephone number (if happy to be contacted)

Previous   Next

Home > Forms > Platinum Jubilee parks fund application form

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 4 of 10 . You are 40% complete.

Proposal Details and Business Case - Platinum Jubilee Parks Fund Application Form

From the third question onwards, this section will ask you to identify how you feel your proposal aligns to the objectives of the Council's **Open Space Strategy.** (https://www.bromley.gov.uk/downloads/download/423/open-space-strategy) Your project does **not** have to align to all objectives but please identify in the appropriate box where you feel it does. Each box is restricted to 1000 characters.

Where will your project proposal take place *

Help: Please provide the name of the location and its address including postcode.

Please provide us with a summary of your project idea of around 300 words *

Drop files here or click to upload.

Make sure you include the following information: • What you plan to do in your project. • How you identified the need for project and evidence to support. • What improvements and benefits will be gained from the proposal. • Who you plan to work with to deliver it. • Timescales for delivery.

The first part of this page is for you to tell us where the proposal will take place, and provide a summary of the project in around 300 words. (An attachment box is available for this)

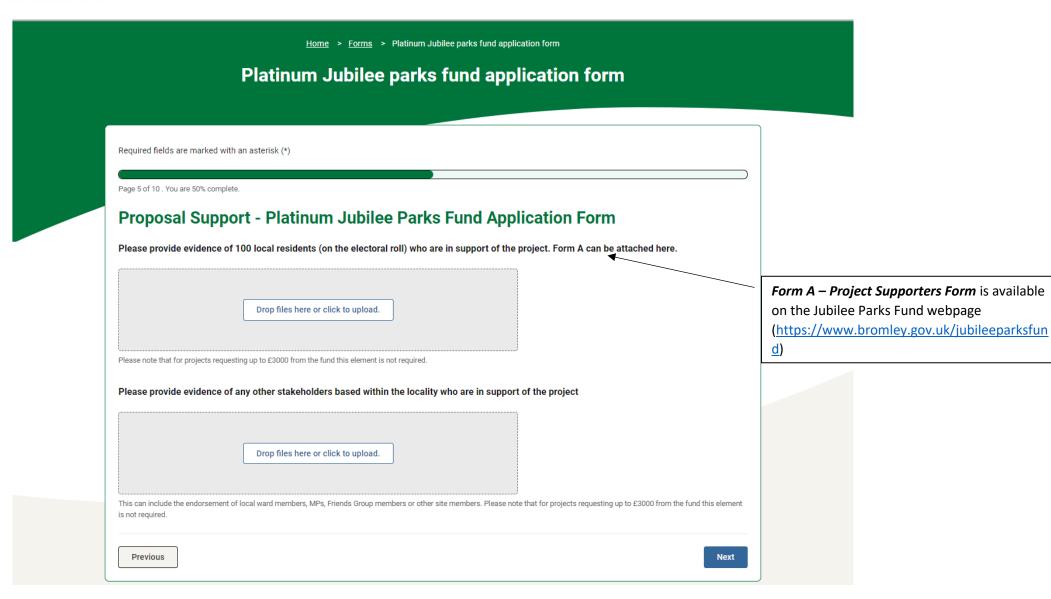**Page 3: Proposal Details and Business Case (Open Space Strategy)**

SO2: Protection and Enhancement of Biodiversity

SO2: Protection and Enhancement of Cultural/Historical assets

SO3: Benefit to Community Physical and Mental Health

SO4: Enhancement to Community Facilities (e.g. playgrounds)

The second half of this page contains a series of boxes (as detailed below) where you demonstrate how your proposal links where applicable to the strategic objectives of the Council's Open Space Strategy. Each box is restricted to 1000 characters.

At the end of this section there is also an attachment box should there be any other supporting documentation that you wish to attach in support of your application.

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 5 of 10 . You are 50% complete.

Proposal Support - Platinum Jubilee Parks Fund Application Form

Please provide evidence of 100 local residents (on the electoral roll) who are in support of the project. Form A can be attached here.

Drop files here or click to upload.

Please note that for projects requesting up to £3000 from the fund this element is not required.

Please provide evidence of any other stakeholders based within the locality who are in support of the project

Drop files here or click to upload.

This can include the endorsement of local ward members, MPs, Friends Group members or other site members. Please note that for projects requesting up to £3000 from the fund this element is not required.

Previous

Next

Form A – Project Supporters Form is available on the Jubilee Parks Fund webpage (https://www.bromley.gov.uk/jubileeparksfund)

Page 5: Proposal Finances

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 6 of 10 . You are 60% complete.

Proposal finances - Platinum Jubilee Parks Fund Application Form

Total amount requested from the Platinum Jubilee Fund *

Please note that the fund will contribute a maximum of £20,000 for any one project.

Total estimated cost of proposal (including ongoing maintenance costs) *

Please provide a full breakdown of project costs (Form B can be attached here). Please note that evidence of quotations are not required at this stage. *

Drop files here or click to upload.

Please see the Platinum Jubilee Form Proposal Finances form that will help you do this.

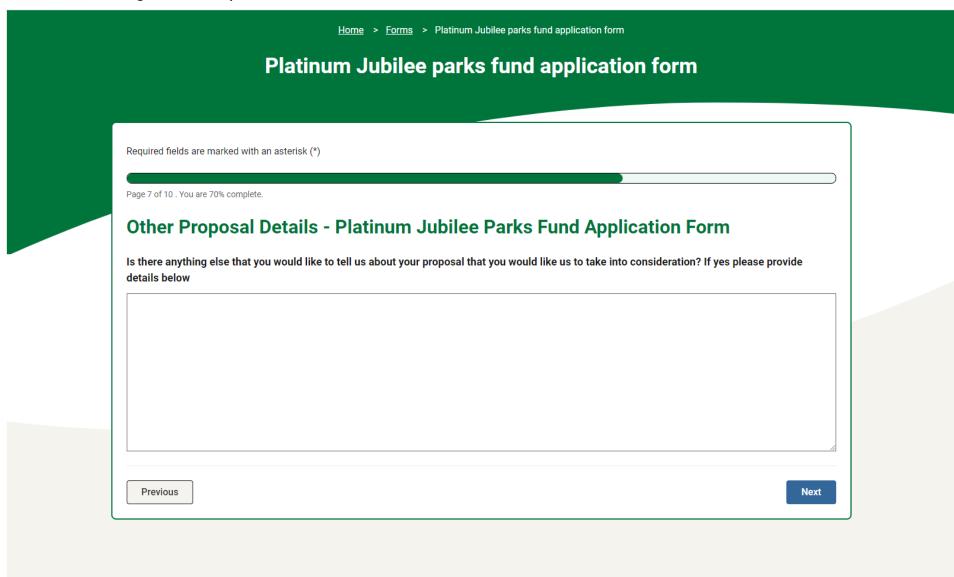Previous   Next

Form B – Proposal Cost and Funding Form is available on the Jubilee Parks Fund webpage (https://www.bromley.gov.uk/jubileeparksfund)

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Page 7 of 10 . You are 70% complete.

Other Proposal Details - Platinum Jubilee Parks Fund Application Form

Is there anything else that you would like to tell us about your proposal that you would like us to take into consideration? If yes please provide details below

Previous   Next

Declaration Page (*Please read the declaration page and check the Mandatory Checkbox to show you agree with this*)

Platinum Jubilee parks fund application form

Required fields are marked with an asterisk (*)

Declaration Page - Platinum Jubilee Parks Fund Application Form

By ticking the note at the bottom of this page, the applicant agrees with and consents to the following:

- The information contained within this application is correct and accurate to the best of their knowledge, and that giving any false information could lead to the application being rejected.
- That the proposal has the approval from their group's committee to proceed.
- That the applicant is committed to the proposal and is willing to put the necessary time into developing, fundraising for, and implementing it through to fruition.
- That the proposal will be able to be delivered in a reasonable timescale.
- That the submission of and acceptance of a proposal by the Council does not guarantee that it will be selected for funding.
- That by submitting the proposal that they agree to working in partnership with the London Borough of Bromley and any other of its appointed representatives, with whom the contents of their proposal form may be shared as appropriate.

Mandatory Checkbox *

☑ I confirm that I have read and agree to the conditions as set out above.

Previous   Next

Review your Supplied Details

You will next be presented with a page where you can review your supplied details. If you are happy that all is correct please click 'Submit Form' at the bottom of the page. If you notice any errors you can use the 'Previous' button to navigate back to the page in question.

Please only use the 'Previous' and 'Next' buttons when navigating through the form and **not** the 'Undo' function on your web browser.