

APPENDIX A: DRAFT RULES OF ENGAGEMENT FOR APPLICATIONS TO THE ONE MILLION POUNDS JUBILEE PARKS FUND

What the Budget will be used for.

- 1) The *Parks Jubilee Funding* will contribute towards both the refurbishment and renewal of the Council's Open Space Portfolio and the installation of new assets through community led projects.
- 2) The 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.
- 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 such as footbridges, pond embankments, riverways, walking routes, lighting, fountains, 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.

Who can Apply

- 4) 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. A representative for the project should be named on the application form, whom the Council will communicate with regards to progress on the project.
- 5) The budget will be used to support proposals from all over the borough and not simply distributed on a 'first come, first served' basis.

How and When to Apply

- 6) Applicants should register their application using the appropriate application form, which will be published on the Council website. A contact form will be provided alongside the application form for applicants to raise any further issues that they

may have. An FAQs page will also be provided to assist applicants in completing their submissions.

- 7) For proposals that are requesting more than £3000 from the fund, in order to assist with the management of the scheme there will be twice yearly application rounds which will be published in advance and advertised with details. There will be a deadline of the 1st April and 1st October for proposals to be submitted each year.
- 8) Proposals that are requesting under £3000 in value from the fund can be submitted at any time as part of a 'fast-track' process.
- 9) Applicants are welcome to continue to work on their proposals in the time period between submission and review, however should note that this does not guarantee that their proposal will be selected for funding.
- 10) Applications submitted after a deadline will only be considered within the next round of funding.

What to Include

Please note that the guidance below differs slightly for those proposals that are under £3000. Where applicable, this has been noted within the relevant numbered point.

- 11) Applicants should fill in the application form thoroughly and provide all of the requested information. The Council reserves the right to reject any application that does not fulfil the requirements.
- 12) It would be beneficial for the proposal to incorporate evidence of support from stakeholders based within the locality. This could include the endorsement of the local ward members, MPs, Friends Groups or other site stakeholders.
- 13) An application for funding of more than £3000 must be supported by a group or committee made up of at least 3 local residents and 1 local friends group representative (if they exist) who will help steer and co-design the project, along with the signatures of 100 local residents (on the electoral roll) in the support of the project. For projects up to £3000 this element is not required.
- 14) The total cost of the proposal and the amount being requested from the Jubilee Parks fund. Please note that where a value above £3000 is requested a minimum contribution of £500 must be evidenced, whether raised from local businesses, friends groups, crowdfunding, charities etc. For projects where up to £3000 is requested, a minimum £100 contribution should be evidenced.
- 15) The total cost of the proposal should consider and give an indication of the level of maintenance that will be required:
 - Where a new asset is to be installed the maintenance cost for 20 years should be indicated as part of the proposal.

- Where an existing asset is being replaced or updated, the difference in maintenance costs for 20 years should be indicated as part of the proposal.
 - Maintenance costs can be included as part of the amount requested from the Jubilee pot, or form part of any other additional funds secured, but must be clearly indicated on the form.
- 16) Details of any relevant consent or permissions that will be required to be obtained by the applicant after approval has been given.
 - 17) Proposals that are to be part funded by means of external funders should clearly note any terms and conditions associated including time scales.
 - 18) Where relevant an equality impact assessment should be completed, even where the only impacts overall are benefits. A template for the assessment will be made available where this is required.
 - 19) A robust business case with clear outputs that meet the need that has been identified. This can include how the need for the proposal was identified, the benefits that will be gained from it, and how it aligns to the values of the Council's *Open Space Strategy* and where relevant any other Council environmental policy (e.g. *Tree Management Strategy*, *Air Quality Action Plan*).
 - 20) Applicants are also encouraged to submit project that help to tackle loneliness and meet the objectives of the Council's *Tackling Loneliness Strategy 2022 to 2026* (<https://www.bromley.gov.uk/help-adults/tackling-loneliness/1>)

Levels of Funding

Please note that:

- 21) The Council will make a maximum contribution of £20,000 to any one proposal but applicants may submit projects of a larger value which will be supplemented by external grant funders.
- 22) The Council will make a maximum contribution of £40,000 across all proposals within one electoral ward.
- 23) Applications may be rejected on the grounds of insufficient funds.

Assessment Criteria

- 24) For proposals requesting more than £3000, after each deadline all applications received by that date 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.

- 24) For proposals requesting up to £3000, applications will be assessed by the Portfolio Holder for Resources, Commissioning and Contract Management as and when received following consultation by Council officers.

In both cases the following salient points will be considered:

a) Level of Council Resource required:

- The risk involved with not proceeding with the proposal.
- The total cost of the scheme
- The level of other funding that has been achieved and any conditions that come with it.
- The potential for the proposal to be financially self-sustaining when complete.
- The total cost of ongoing maintenance as a result of the proposal.
- The level of resource required to complete the design proposal.

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*:

- A demonstrable benefit towards the protection/enhancement of biodiversity
- A demonstrable benefit towards the protection/enhancement of Cultural and Historical Assets
- A demonstrable benefit to the local community including their physical and mental health
- A demonstrable benefit towards the enhancement of community facilities
- A demonstrable benefit towards sporting provision

Both elements taken together will inform whether there is a strong, robust business case that meets the need that has been identified.

Decision Making

- 25) All applicants will be informed whether their application has been successful or not as soon as such information becomes apparent.
- 26) Unsuccessful applicants will be advised on where their application did not succeed.
- 27) Applications that were unsuccessful can be considered in future funding rounds should the applicant wish to make a revised submission.