GUIDANCE NOTES - for Community Projects

If you have a project in mind, however big or small, we'd love to hear about it!

As a first step, your organisation will need to ensure that you have the permission of your Committee to proceed with developing your project. At the same time, we would encourage you to discuss your proposal with your *id*verde Community Manager. As well as sharing interest in your project, it is a requirement for all project proposals that have a material impact on the land to be discussed with your idverde contact, regardless of where your project funds are coming from or the size of the project.

> Please be Advised: Due to the way the on-line form is structured, you will not be able to complete the form in full, unless you can confirm you have spoken to your Community Manager or have permission to complete this form on behalf of your organisation/group.

Your Community Manager will then advise you which form to complete to secure permission to proceed. This is important as it will help us understand whether your project is a routine improvement to a greenspace, or a more complex project that required external funding or needs further permissions.

This document provides step-by-step guidance notes on completing the on-line Project Proposal Form for Community Projects. We define Community Projects as those projects that do not make a material change to your park or open space and can be removed at a later date e.g. flower beds, benches, bins, bike racks. These projects will generally be of low value, have no funder involvement, do not require other permissions and have no significant on-going maintenance costs. Community projects are usually approved by *id*verde in conjunction with the Council.

This form is part of a wider process that ensures the service we provide is fair and transparent and runs as smoothly as possible. Submitting a Project Proposal will officially start the Process that can be followed in the Process Maps '*title of document here*' (need to include final title).

If you have any further questions please contact your Community Manager as below:

Penny Read	**Jade Veronie**	**Anita Zambaldo**
Community Manger	Community Manager	Community Manager
penelope.read@idverde.co.uk	jade.veronie@idverde.co.uk	anita.zambaldo@idverde.co.uk

*id*verde are here to guide you through every step and provide support tailored to your project and your needs/experience. We look forward to hearing about your project proposal and working with you.

COMMUNITY PROJECT PROPOSAL FORM

https://forms.office.com/e/GWSCvEbjsa

DETAILS OF APPLICATION

This section of the guidance notes will show applicants what the project proposal form looks like on-line and the questions that will be asked. Applicants are welcome to use this for preparation only and will need to fill out the application online in order for it to be successfully submitted.

Please note, you will need to complete the application in full in one session, as it is not possible to save the application part way through.

This is a Microsoft Form, it can be filled out on a computer, tablet, or mobile phone.

COMMUNITY PROJECT PROPOSAL FORM

1. Have you spoken to your Community Manager about your project?

   If your answer is 'No' please be advised you will not be able to continue this form. Please get in touch with your Community Manager do discuss your idea. Their contact details can be found in the Guidance Notes.

   ◯ Yes

   ◯ No

2. Will your project need any external funding?

   If 'Yes', please consult with your Community Manager before proceeding with this form

   ◯ Yes

   ◯ No

3. Do you have permission to complete this form on behalf of your organisation/group?

   If 'No', please seek your Committee's approval before proceeding

   ◯ Yes

   ◯ No

COMMUNITY GROUP

4. Name of Community Group

   [Enter your answer]

5. What type of Community Group are you?

   [Select your answer ▾]

6. Do you have a website or social media presence? If so, please put your website and social media handles below.

   e.g. www.example.com, @example123

   [Enter your answer]

Before You Start

Questions 1-3 are crucial for continuing on to the rest of the form. They provide a checklist and you will notice that you will not be able to continue completing the rest of the form, if you have not already spoken to your Community Manager. Your Community Manager will advise what form needs completing based on the details of your project.

Community Group

This section asks several questions about your group/organisation

7. What is the name of the Lead Contact for this project?

This will be the lead point of contact for any communication by idverde regarding this project.

> Enter your answer

8. What is their position within the organisation/group?

> Enter your answer

9. What is their Email Address?

> Enter your answer

10. What is their Telephone Number?

> The value must be a number

11. Please select the preferred method of communication regarding the project.

- ○ Email
- ○ Telephone
- ○ Don't Mind

The Lead Contact for the project will be the main point of contact for any communication by idverde for the lifetime of the project.

THE PROJECT

12. Where will your project take place?

Please provide the name of the greenspace and full address including Postcode

> Enter your answer

13. Please describe your project

Please tell us what you want to do.
Please include any specific details you may have including measurements.
Any supporting documents/plans/maps/images can be emailed separately to your Community Manager.

> Enter your answer

14. Please tell us why you think you need to do this?

Are there any current or future problems if you do not carry out this project?

> Enter your answer

<u>The Project</u>

This is where we want to hear all about your project idea!

Theis is the WHO/WHAT/WHERE/WHY/HOW of your project idea.

Do not worry if these are not fully developed yet, but try your best at giving us as much information as you have. Any supporting documents including pictures, measurements, maps should be emailed separately to your Community Manager.

15. How was the need of this project identified?

> Enter your answer

16. Who will this project benefit?

> Enter your answer

17. Who would deliver the project?

> Enter your answer

18. If this project needs to be completed within a certain timescale, please let us know here.

   i.e. is it needed for a special occasion or event? Is it a long-term goal? Is there a seasonal aspect to it?

> Enter your answer

PROJECT FINANCES

19. Please indicate how much you think this project would cost and give a breakdown if you can.
   If you do not have details, please give your best estimate.
   This is just a starting point for us, and we will verify all figures including adding any on-going maintenance costs where applicable.

   Please do your best at listing the project costs you are already aware of as below:
   Item/Event: Estimated Cost (£)
   e.g.
   Planting £300
   Tools £850
   Launch Event £200
   Total:

> Enter your answer

Project Finances

This section will ask you to list all the costs of the project.

If these are not developed fully yet, don't worry, your Community Manager can help, but this provides us with a good starting point.

20. How much of your organisation's funds have you allocated towards this project?

> Enter your answer

ADDITIONAL INFORMATION

21. Please tell us anything else about your project that you would like us to take into consideration

> Enter your answer

22. We are not able to accept any additional documents as part of this form.

However, if there are any supporting documents you would like share with us, please email them to your Community Manager and select 'Yes' below

○ Yes

○ No

DECLARATION

21. Please tell us if you agree with the following

	Yes	No
That the information contained within this application is correct to the best of your knowledge.	○	○
Your Chairperson is aware of and supportive of this project?	○	○
Your group is committed to the project and willing to put the necessary time into developing it alongside any associated fundraising activities	○	○
That the contents of this form may be shared with London Borough of Bromley and any other project partners as appropriate	○	○

22. Your Full Name and Position within your organisation if different from the Lead Contact

> Enter your answer

23. Today's Date

> Please input date (dd/MM/yyyy)

Thanks!

Your Community Manager will be in touch with the Lead Contact with the next steps.

Confirmation Message

Once you press the 'Submit' button you should see this page. This means your Project Proposal was successfully submitted. Your Community Manager will receive a notification and will be in touch with the Lead Contact, using the preferred communication method selected.

You can also 'Print or get a PDF of answers' to keep for your future reference.