

GUIDANCE NOTES - for Fast Track and Strategic 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 *idverde* 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.

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.

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.

This document provides step-by-step guidance notes on completing the on-line Project Proposal Form for Fast Track and Strategic Projects.

We define **Fast Track projects** as a project that makes a minor to moderate material change to your park or open space, and would require a small to moderate effort to remove e.g. Chislehurst Willow Crown or Whitehall raised flowerbed projects. These projects will generally be of low - moderate value, may have a funder involvement with associated terms and conditions, will require other permissions to be secured and will have on-going maintenance costs. Recommendations are made by *idverde* to Council Officers who have delegated authority to approve Fast Track projects.

We define **Strategic projects** as a project that would result in a major material change to your park or open space with large ongoing maintenance implications for the Council and will be resource heavy. It is likely to have funder involvement with associated terms and conditions and require a range of permissions to be secured e.g., Kings Meadows play project. It could also be a project of a type that has never been done before e.g., Hoblingwell Bike Track. Recommendations are made by *idverde* to Council Officers, who in turn seek authority from the Portfolio Holder to proceed.

Please note that one form is used for both types of projects with the difference being how we process your application. The 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 '*Open Space Project Process Mapping November 2022*'.

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

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idverde 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.

PROJECT PROPOSAL FORM FOR FAST TRACK AND STRATEGIC PROJECTS

<https://forms.office.com/r/gpN6wXPA5G>

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.

PROJECT PROPOSAL FORM FOR FAST TRACK AND STRATEGIC PROJECTS



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.

1. Have you spoken to your Community Manager about the 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. Have you read the associated Guidance Notes?
 - 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

5. What type of Community Group are you?

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

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.

12. Does your organisation have a Fundraising Sub-Committee? (Not essential)

- Yes
- No
- Potentially

13. Does your group have a:

	Yes	No
Constitution/Governing Document with a Dissolution Clause?	<input type="radio"/>	<input type="radio"/>
Bank Account	<input type="radio"/>	<input type="radio"/>
Committee of three unrelated individuals, including Chair, Secretary and Treasurer?	<input type="radio"/>	<input type="radio"/>
Set of Annual Accounts that are audited?	<input type="radio"/>	<input type="radio"/>

This question will help us understand how your group is set up. These criteria are also often crucial for accessing external grant funding.

If you are a new group/ not sure on any of the points, we can discuss them further in our scoping meetings.

THE PROJECT

14. Where will your project take place?

Please provide the name of the greenspace

Enter your answer

15. Project address including Postcode

Enter your answer

16. Please describe your project

Please tell us what you want to do

Enter your answer

17. Please tell us why this project is needed?

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

Enter your answer

18. How was the need for this project identified?

Enter your answer

19. Who will this project benefit?

Enter your answer

20. Will your project enhance

These choices align with Bromley's Open Space Strategy. Please select all that apply.

- Biodiversity
- Historical and Cultural Assets
- Physical and Mental Health
- Community Facilities
- Sporting Facilities

The Project

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

This 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 the Fundraising Team.

Idverde is committed to supporting Bromley's Open Space Strategy which explores different ways to improve its parks and greenspaces.

Please tell us which of these key strategic areas your project will enhance.

21. Please describe the role of any project partners (not including the Council or idverde), if applicable

Enter your answer

22. 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

23. 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

Enter your answer

24. Please tell us about any potential or actual/secured sources of funding for your project, including any funds you may have earmarked from your current account

Please do your best at listing any funding sources as below:

Name of fund if applicable and the amount (£)

e.g.

Earmarked from account £300

Awards for All £10,000

Enter your answer

25. Have you successfully secured external funding in the last two years?

Yes

No

26. Please share the name of Grant or Organisation if applicable

This helps us to shape the Fundraising Strategy for your current project

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 we can help but this is a good starting point.

We kindly request that you do not approach any external funders, make any purchases, or carry out any work until you have received approval from idverde on behalf of the Council to proceed.

We ask if you have received an external funding in the last two years and if you answer 'Yes', we ask for the name of the grant. This is only to ensure we do not duplicate approaches to funders or encounter any competition between on-going projects

ADDITIONAL INFORMATION

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

Enter your answer

28. 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 fundraisingbromley@idverde.co.uk and select 'Yes' below

- Yes, I intend to send supporting documents
- No

Additional Information

Here you will be able to tell us anything else you think is relevant for us to consider.

You will also be able to let us know if you are intending to send documents relating to the project – the Fundraising Team will look out for them. Please note this is not essential to your proposal.

DECLARATION

29. 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.	<input type="radio"/>	<input type="radio"/>
Your Chairperson is aware of and supportive of this project?	<input type="radio"/>	<input type="radio"/>
Your group is committed to the project and willing to put the necessary time into developing it alongside any associated fundraising activities	<input type="radio"/>	<input type="radio"/>
That the contents of this form may be shared with London Borough of Bromley and any other project partners as appropriate	<input type="radio"/>	<input type="radio"/>

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

Enter your answer

31. Today's Date

Please input date (dd/MM/yyyy)



Declaration

This section lists out some important points for you to consider, including your group's commitment to the project and our data sharing policy.

Thanks!

The Fundraising Team will aim to come back to you in two weeks to let you know if your project will be a Fast Track Project or Strategic Project and next steps.

Please Note: if you are seeing this message after completing questions 1-3 only, your form has not been submitted and you will need to discuss your project with your Community Manger.

[Print or get PDF of answers](#)

Confirmation Message

Once you press the 'Submit' button you should see this page. This means your Project Proposal was successfully submitted. The Fundraising Team will receive a notification and will be in touch with the Lead Contact within the next two weeks, using the preferred communication method selected.

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