

## Parks and Open Spaces Small Grants Scheme Guidelines and Information 2017/18



Theme 1	<b>Projects and events</b>	£15,000
Theme 2	<b>Community festivals and events fund</b>	£15,000
Theme 3	<b>Growing your group</b>	£3,600
Theme 4	<b>Making it happen</b>	£1,400
Theme 5	<b>Lordship Recreation Ground: Community events, activities and projects</b>	£14,000

Haringey Council runs the *Parks and Open Spaces Small Grants Scheme* to offer local groups the opportunity to apply for money to improve, develop and encourage community activity within parks and green spaces, managed by the Council.

The borough benefits from approximately 383 hectares of green open space, ranging from recreation grounds, formally laid out parks, ancient woodlands, nature reserves, community gardens and small areas of land located on streets known as 'pocket parks'.

Much of this open space is managed by the Council with the main exceptions being Alexandra Park, Highgate Wood and the Lee Valley Regional Park.

Open spaces contribute to our overall quality of life. They provide habitats where nature and wildlife can thrive and where communities can enjoy healthy, active lifestyles while building stronger communities.

### **Who can apply for funding?**

For many years the Council has worked closely with Friends Groups and other stakeholders with strong links to the borough's parks with a focus on improving the quality of parks for all to enjoy and benefit from, and by providing events and drive for physical improvements.

The Parks and Open Spaces Small Grants Scheme demonstrates the Council's commitment to building upon these existing relationships and offers resources and support to help groups grow and develop.

The introduction of Theme 2 – community festival and event fund – offers those with the passion and drive to host a free, one off event in their local space to apply for additional money that has been made available.

### **Decision process**

The Small Grants Scheme is launched each year at the beginning of April. Applications can be made on submission of an application form and the necessary supporting documentation, as detailed under each of the Theme criteria.

Money will be allocated to successful applicants on a first come, first served basis, as long as groups meet the criteria. Once all the money has been allocated, further applications will not be accepted and groups will be encouraged to apply for money when the Scheme is re-launched the following year.

Groups will be required to prove on application that they have match funding of at least 50% of project costs in place, be this cash or 'in-kind' – for example volunteer time, materials, transport etc.

### Application Overview

The following table provides a brief overview of the money available to apply for and by whom.

Theme	1. Projects and events	2. Community festivals and events fund	3. Growing your group	4. Making it happen	5. Lordship Rec: Community events, activities, projects
<b>Total budget available in year</b>	£15,000	£15,000	£3,600	£1,400	£14,000
<b>Total amount available per group</b>	£1,000	£1,000	£400	£200	£1,000
<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Friends Groups</li> <li>• Community Assoc / Group</li> <li>• Residents' / Tenants' associations</li> </ul>	<ul style="list-style-type: none"> <li>• Any other group or individual (who does not qualify under Theme 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Friends Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Other park stakeholders with proven connection to a park (not Friends) including: <ul style="list-style-type: none"> <li>○ leaseholders within a park</li> <li>○ local Neighbourhood Watches</li> <li>○ activity and sports clubs etc</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Lordship Rec user groups</li> </ul>
<b>Supporting evidence required</b>	<ul style="list-style-type: none"> <li>○ Theme 1 &amp; 3 application form</li> <li>○ Constitution (if not previously supplied)</li> <li>○ Group bank account recent statement / Building Society passbook copy</li> <li>○ Minutes from recent Group meeting</li> </ul>	<ul style="list-style-type: none"> <li>○ Theme 2 application form</li> <li>○ Event Management Plan and detailed breakdown of costs involved</li> <li>○ Group constitution (only if formally constituted)</li> <li>○ Group bank statement (only if formally constituted)</li> </ul>	<ul style="list-style-type: none"> <li>○ Theme 1 &amp; 3 application form</li> <li>○ Constitution (if not previously supplied)</li> <li>○ Group bank account recent statement / Building Society passbook copy</li> <li>○ Minutes from recent Group meeting</li> </ul>	<ul style="list-style-type: none"> <li>○ Theme 4 application form</li> </ul>	<ul style="list-style-type: none"> <li>○ Theme 5 application form</li> <li>○ Written support from LRUF</li> <li>○ Constitution</li> <li>○ Group bank statement / building society passbook copy</li> <li>○ Minutes from recent Group meeting</li> </ul>

## **Theme 1**

## **Projects and events**

**Total budget available:**

**£15,000**

Up to £500 per bid/project and up to £1,000 per group

### **Who can apply?**

This Theme is open to any group with an existing connection to a park or open space in Haringey, whose specific priority is to improve a park or open space. The group must be formally constituted and have a bank account in the name of the group.

This could include:

- a Friends of Park Group
- community group
- residents'/tenants' association

Groups can apply for a Small Grant if they:

- have a constitution or set of rules – dated and signed as 'adopted' by the group Chair or other senior office holder on behalf of the group
- are a not for profit group
- have a bank or building society account which is in the name of the Group
- have an annual income of no more than £15,000 (amount would not include capital funding towards specific projects)
- can spend the grant in the same financial year (April to March) as it has been applied for and awarded

### **How much can any one group apply for?**

Each group can apply for up to £500 for an individual project or event.

A total of £1,000 can be applied for by any one group during the awarding year – this means that a group could apply for two lots of £500 for two projects, or could apply for different amounts for multiple projects, but these must not exceed £1,000 in council contributions, per groups in one financial year.

### **What kind of projects can be paid for?**

Money under this Theme is available for groups to bid for to fulfil actions detailed in:

- management plans
- conservation action plans
- community action plans
- pre-agreed aims and aspirations

Many of the parks have a management plan, conservation or community action plan in place showing tasks to be done and detailing collective aims and aspirations held for a particular site. These can be found on the individual parks pages on the Haringey website – [www.haringey.gov.uk/greenspaces](http://www.haringey.gov.uk/greenspaces)

Bids could include small physical improvements, practical conservation tasks or events and activities.

### **2016/17 successful projects**

In 2016/17 money awarded under this Theme supported:

- Equipment & tools to carry out maintenance within the park
- Gardening activities
- Clean up projects
- many one-off events including art and jazz festivals

**How to apply?**

Please complete the Application Form (Themes 1 and 3) and submit with supporting evidence.

## **Theme 2**

**Total budget available:**

## **Community festival and event fund**

**£15,000**

Up to £1,000 per bid / per group

### **Who can apply?**

Any local not-for-profit organisation, voluntary group or a group made up of local residents who would like to see an event take place in their local park, and that benefits the local community.

This does not include a Friends of Park group or Community/Residents'/Tenants' Association who are already able to bid for funds through Theme 1. Although it would be encouraged and viewed highly if the aforementioned groups were part of a wider group applying.

The group would need to demonstrate an ability to run a free to enter, successful and safe event. Haringey Parks and Leisure Services offers free event training for community groups and it is preferable that groups applying for money under this Theme complete this training.

Along with the small grant application form, the organiser would have to submit an event management plan which details the aims of the event, how the event will be managed and a detailed breakdown of how the grant will be spent.

Once the grant application is agreed in principle, the organiser would need to follow the Council's event application process to formally apply to use the park. The grant will only be paid if this permission is granted.

The awarded grant can be paid in advance of the event, on receipt of pro-forma invoices from suppliers, proving it will be spent in the agreed way.

### **Grant aims**

The Council offers the Community Festival and Event Theme to encourage and support local groups to deliver cultural events and festivals within Haringey managed parks.

Haringey is home to a wide range of cultural and sporting events and activities and we want to encourage even more people to get involved in these by taking advantage of its' award winning open spaces.

There is a total of £15,000 available and each group can apply for up to £1,000 to put on a one off, free event in a Haringey park.

### **Grant objectives**

To support festivals and events taking place in Council managed Haringey parks that benefit local residents and contribute towards the wider community by:

- improving access to the borough's parks
- generating new and repeat visits to the park
- promoting community engagement and enhancing local image
- demonstrating a positive impact on the local economy
- developing new audiences for sports, arts and culture within the parks

Priority will be given to festivals or events that:

- take place in a park or open space managed by Haringey Council
- do not charge entry or sell tickets for the festival or event
- are generated by local organisations or groups and involve the community
- demonstrate collaboration between organisations and community groups

Events to be funded could include:

- community fun days
- festivals
- discovery days
- celebratory events

### **2016/17 successful events**

In 2016/17 money awarded under this Theme supported:

- community sporting event
- local community fun day
- performance art event

### **How to apply?**

Please complete the Application Form (Themes 2) and submit with supporting evidence.

## **Theme 3**

**Total budget available:**

## **Growing your group**

**£3,600**

Up to £400 per bid / per group

### **Who can apply?**

The contribution made by the Friends Groups to improve the parks and open spaces is invaluable. Many groups struggle to attract new membership and retain the members they have, therefore it is a priority that we offer assistance to help groups build up membership and offer appropriate training and assistance where needed for them to develop the group and its future activity.

### **What kind of project can be paid for?**

Money under this Theme could pay for:

- training
- publicity / promotion to attract new members
- schemes to retain existing members

### **2016/17 successful projects**

In 2016/17 money awarded under this Theme supported:

- website development
- group insurance

### **How to apply?**

Please complete the Application Form (Themes 1 and 3) and submit with supporting evidence.

## **Theme 4**

**Total budget available:**

## **Making it happen**

**£1,400**

Up to £200 per bid / per group

### **Who can apply?**

This Theme recognises that there are many stakeholder groups with strong connections to the borough's parks other than Friends Groups, who provide schemes and activities which help keep the parks busy and active, and this money has been set aside to help them achieve this.

Stakeholders could include:

- a local Neighbourhood Watch that has 'adopted' their local park into their Watch
- a leaseholder of a building within a park
- an organisation based in or next to a park
- sports/fitness groups or teams
- activity clubs etc

### **Previous successful projects**

The money awarded under this Theme supported:

- the Association of Neighbourhood Watch host an event in a park
- sports pitch / park hire for activity
- notice board installation

Unlike Theme 1 where groups have to be formally constituted, groups bidding for funding through this Theme only need to be able to prove they have a strong connection to the park and they the project they are bidding money for will benefit the park and / or its users.

Groups can bid for a one off grant of up to £200 for one project.

### **How to apply?**

Please complete the Application Form (Themes 4) and submit with supporting evidence.

## **Theme 5**

## **Lordship Recreation Ground: Community events, activities, projects**

**Total budget available: £14,000**

Up to £1,000 per bid / per group (possibly more in exceptional circumstances)

### **Who can apply?**

This Theme is open to any of the Lordship Rec user groups, and must be an active member of the Lordship Rec User Forum.

Groups can apply for a Small Grant if they:

- have a constitution or set of rules – dated and signed as ‘adopted’ by the group Chair or other senior office holder on behalf of the group
- have a bank or building society account which is in the name of the Group
- can spend the grant in the same financial year (April to March) as it has been applied for and awarded

### **How much can any one group apply for?**

Each group can apply for up to £1000 for individual projects or events, although in exceptional circumstances bigger bids may be considered eg for a major event supported by a number of groups.

The ration of allocations of budget per year will generally be as follows:

Events: £7,000  
Projects and activities: £7,000 (including up to £2k for wildlife projects)

This allocation will be reviewed during the third quarter and amended for the fourth quarter if needed.

### **Activities must be**

- wholly or mainly in the Park or BWF Community Centre
- broadly in line with the Lordship Rec Management Plan and Audience Development Plan
- for all park users, or for sections of park users (particularly key target groups – youth, women, BME residents, children, disabled, 50+
- able to help develop long term sustainability for the proposed group
- amount sought should be reasonable and not otherwise available to the proposer group
- it is helpful and to be encouraged that a number of User Groups are actively involved / partners in the proposal
- we will try to spread our support fairly throughout the groups applying
- generally £1k will be the maximum, except in exceptional circumstances
- the money is for audience development, not to be used as a substitute for park staff maintenance or wider improvements

### **Other points**

- User Groups should seek help from other groups and the joint co-ordinators if they are struggling to put together their proposal
- Hub rental should be included in proposals where Hub space is hired
- We aim to support an average of around £4k per quarter, with a bias towards the summer months
- The money will be paid in arrears on provision receipts after the event (but some up front funding from the grant pot may be available to pay for pre-publicity for approved proposals)
- We will review this agreement before the beginning of each financial year
- Lordship Rec User Groups will not be eligible to apply for any of the other Themes as set out in the Parks and Open Spaces Small Grants Scheme

### **How to apply**

- Draft a proposal and fill in and submit the short Initial Application Form for LRUP support (available from the LRUP Coordinators) in plenty of time to the LRUP for their consideration - 2 weeks for under £100, 4 weeks for over £100
- Seek written support from the LRUF - at a LRUF meeting if over £100, or 'Co-ordinators action' if below £100)
- Complete the Parks Small Grant (Theme 5 - Lordship Rec) application form to the Council, filling in the relevant forms with full details of the proposed activity / event, and submit with supporting evidence
- If application is approved, complete the official event park hire application via - <https://eventapp.org/haringey/> - to officially book the park
- Afterwards, write a report (for the LRUF and Council) and send an invoice to the council claiming the money along with supporting invoices / receipts proving agreed spend
- LRUF Chair and Hub Community Manager will act as joint Co-ordinators for this process, and will liaise with the Council over any issues raised

## Application Process

- Groups can apply for an award any time from the launch of the Grant Scheme in April 2015 through to the end of the awarding period in March 2016
- Applications will be reviewed and awarded on a first come, first served basis, as long as they meet the Grant criteria
- Once the total budget has been allocated, no further applications will be accepted
- Groups will complete and submit the applicable application form, together with all the required supporting documentation – application forms can be downloaded from [www.haringey.gov.uk/parkssmallgrants](http://www.haringey.gov.uk/parkssmallgrants)
- Within two weeks of an application being received by the Council, a decision will be made and the group will be informed of the outcome

### Match funding

We expect all groups to contribute a maximum of 50% of the project costs. This may be in cash or 'in-kind' – for example volunteer time, materials, transport etc and needs to be evidenced at the point of application.

### Event Application Process

Groups applying to the Parks and Open Spaces Small Grants Scheme for funding to host an event or activity in a park must follow the Council's event application process to seek Council permission in advance of using the park.

To find out dates that a park is available for an event please email [parksbookings@haringey.gov.uk](mailto:parksbookings@haringey.gov.uk)

The park hire application process is now online, accessible here - <https://eventapp.org/haringey/>

For a small event to be held in a Haringey managed park (less than 500 people attending) the Council require at least six week notice.

