

The application and assessment process – an overview

We assess all applications in **two rounds**. This is so you can apply at an early stage of planning your project and get an idea of whether you have a good chance of getting a grant before you send us your proposals in greater detail. At the first round you can also apply for a

development grant. If you are successful, this will contribute to the cost of planning and developing your project up to your second-round application.

The table below gives an idea of how much information we are looking for, and at what point we expect you to be in developing your project, at each application round.

Project stages and your application

All projects	Building projects (broad equivalent)
<p>Looking at your initial idea</p> <ul style="list-style-type: none"> Identify that the park meets the definition for this programme. Identify your aims for the whole park as set within a wider local authority Green Space Strategy. Identify the needs and opportunities of the park through an outline Management Plan using Green Flag Award criteria. Consider your project options (including analysing the strengths and weaknesses of each option) and develop reasons for choosing the option you have gone with. 	<p>RIBA work stage A</p>
<p>Send us your pre-application enquiry form.</p>	
<p>Basic proposals</p> <ul style="list-style-type: none"> Identify the heritage value of the park. Identify the current needs of the park (its condition and visitor use) and any management and maintenance issues. Identify the social, economic and environmental benefits this park gives, or by its regeneration could better give, to the area. Identify an active community partnership approach between the park managers and local people, groups and businesses and other local authority services in using and managing the park today. Make a survey plan of the park as it is now, labelling the main features, facilities and access points. Set out a basic written programme that indicates the type of capital (physical) work, activities and management that could (by second-round) achieve the five outcomes required for Parks for People. Set out a basic timetable for this programme. Identify the basic costs and likely sources of partnership funding. Broadly consider any limitations and risks. Identify the main people who have a direct interest (stakeholders) in the park, and who would be affected by any changes to the park - for example, bowling club, fishing club, tenants or licensees. 	<p>RIBA work stage B</p>

<ul style="list-style-type: none"> • Create a detailed and costed plan for the development phase to the second-round application, with briefs (written description of the work or services needed) for delivery. 	
<p>Send us your first-round application by 28 February or 31 August for assessment and first-round decision in the following June or December.</p>	
<p>Outline proposals – further development of basic proposals</p> <ul style="list-style-type: none"> • Carry out survey and analysis work required to inform all parts of the project. • Produce an outline Master Plan (drawings and report) for the whole park. • Produce an outline programme of capital work and outline activity plan that will achieve the five outcomes required for Parks for People. • Develop outline designs and costs for the main project and get quotes or tenders for further development work. • Develop an outline 10-year costed management and maintenance plan. 	<p>RIBA work stage C</p>
<p>Send us regular progress reports. We will carry out a formal review when your outline proposals are ready.</p>	
<p>Detailed proposals – developing further your outline proposals</p> <ul style="list-style-type: none"> • Complete detailed activity plan. • Produce detailed Master Plan (drawings and report) for the whole park. • Give detailed outputs, timetable and costs for capital (physical) work (schedule of works). • Complete detailed costed 10-year management and maintenance plan for the park, and secure support for any increased resources required. • Do a detailed risk assessment. • Provide job descriptions (if these apply) and proposal for advertisement and recruitment of new posts. • Provide a proposal for buying goods and services. • Prepare planning, or natural or built heritage, applications (if these apply) and put these forward to the relevant planning or heritage authority. • Prepare detailed cash flow and income and expenditure tables. • Develop a proposal to assess the project against your original aims and outcomes (evaluation). • Develop a proposal for acknowledging our support. 	<p>RIBA work stage D</p>

Send us your second-round application by 28 February or 31 August for assessment and second-round decision in the following June or December.	
<p>Final proposals (not all parts of your detailed proposals will need further work)</p> <ul style="list-style-type: none"> • Project delivery team should be in place. • All partnership funding must be in place. • You will agree with us the final outcomes, timetable and costs: detailed drawings and schedule for capital works; and detailed action plan for activities. • The final costed 10-year management and maintenance plan will be confirmed, approved and signed by the managing authority. • All planning, or natural or built heritage permissions you need are received (if this applies). • Evaluation proposals in place. 	RIBA work stage E
Apply for permission to start your project as set out in <i>Managing your grant</i>.	
<p>Delivering the project</p> <ul style="list-style-type: none"> • All the resources you need must be in place. • You must track all costs. • You must regularly consider proposed changes. • You must continue to assess the project against your original aims and outputs (evaluation). • You must give us regular progress reports (monitoring). • Tell Green Flag Award contractors in which year you intend to first apply (the year after practical completion of your capital works). 	RIBA work stage F to K
Send us regular progress reports and invoices for grant requests.	
<p>Evaluating the project</p> <ul style="list-style-type: none"> • Complete your evaluation of the project. • Record the lessons you have learnt. • Assess the performance of your project team and give us feedback. • Report back to your stakeholders. • Apply for your first Green Flag Award. • Permanently acknowledge our support. 	RIBA work stage L
Send us a completion and evaluation report.	
<p>After your project is complete</p> <ul style="list-style-type: none"> • Retain Green Flag award for minimum of seven years. • Respond to regular, or one-off, requests by HLF for information about the project over the whole of the grant contract period (25 years). 	

Application flow chart

All projects

Download or ask for the Parks for People application pack.
Read this introduction and application form help notes.



Send us a pre-application enquiry form.
We will tell you whether your park is likely to meet our definition of a public park
and the three programme priorities, and what to do next.



First-round applications

Send us your first-round application form at the basic proposal stage by 28 February
or 31 August each year, with or without a request for a development grant.

We will decide if your park meets the programme definition of a 'public park'. If it does
not, we will reject the application without further assessment.



We assess your application.
We will contact you to discuss your project.
It will take us three months from the date we receive your application to assess it.
The Regional or Country Committee will discuss your application and make a
recommendation to the Board. The Board, which meets to discuss all Parks for People
applications every June and December, will make a decision. The outcome will be either:

- a you pass the first round without a development grant; or
- b you pass the first round with a development grant; or
- c we say you have made an unsuccessful application –
if this is the case we will explain the reasons why.



Successful first-round applications

We discuss with you developing your second-round application.
If you have little experience of doing a project of this type, or on this scale,
we may offer you a mentor to support you in developing your project.
We will keep in touch with you as your project progresses to the second round
and ask for regular progress reports (even if you have not asked for or received
a development grant) and invoices.



Review

We will review your application when you have developed outline costs. This
will usually be when your outline proposals are ready at RIBA Stage C.
We will ask you to continue developing your project to the second round, unless your
proposals have changed significantly and we consider they no longer represent value
for money. If this is the case, we may withdraw our support.



Second-round applications

As soon as you are ready, send in your second-round application to arrive by either 28 February or 31 August, with your detailed proposals at RIBA Stage D, your activity plan, Conservation Management Plan (if required), Master Plan, detailed schedule (list) of costs and any other things we have asked for.

The maximum time allowed for Parks for People between decision at first round and application at second-round is 27 months. For example, if you are successful at first-round Parks for People assessment in June 2009 you must submit your second-round application by 31 August 2011. If you do not do so, you must apply again at the first-round.

It will take us three months from the date we receive your application to assess it. The Board, which meets to discuss all Parks for People applications every June and December, will make a decision. The outcome is either:

- a to award you a grant; or
- b to say you have made an unsuccessful application – if this is the case we will explain the reasons why.



Successful second-round applications

We discuss with you how you should develop, deliver and monitor your project.



Permission to start the project

When your final proposals RIBA Stage E, and final management and maintenance plan are ready, you must apply for and receive formal permission before you start work on delivering your project. You can apply at any time up to six months from the date of second-round decision. If you do not do so, your grant may be withdrawn and you must apply again at the second-round.



Delivering the project

You deliver your project in line with your proposals and meet out our conditions as set out in:

Managing your grant;
How to acknowledge your grant;
Standard terms of grant;
and
Evaluating your HLF project.



Complete your project

You send us a completion and evaluation report before we release the final 10% of your grant.