



Ministry of Housing,  
Communities &  
Local Government

# **Pocket Parks: helping communities transform unloved, neglected or derelict areas into new green spaces**

Prospectus

# Contents

<b>Foreword</b>	<b>3</b>
<b>Introduction</b>	<b>5</b>
<b>How applicants can apply for funding</b>	<b>6</b>
<b>Application and Assessment</b>	<b>11</b>
Annexes	
A Application for Pocket Parks Grant Funding	
B Programme Criteria and Weighting	
C Example letter of expectation for successful community applicants	
D Example letter of expectation for successful local authorities	
E Evaluation Guide	
F Evaluation Form	

# Foreword

Communities are at the heart of everything we do. They are where we live, work and play. Parks and green spaces are a hub of many communities. Neglect of these precious spaces can create a detrimental effect on the local people and environment. I want to ensure we revitalize those spaces helping strengthen our communities and making them more resilient.

Our parks and green spaces have been at the heart of our communities for hundreds of years, giving respite and relief in an increasingly busy world.

Protecting and enhancing these much-loved spaces forms a key part of this Government's ambition to level up all our regions through the creation of thriving and resilient places in every part of the country.

The benefits of green spaces - no matter their size - are well-known. Even some of our smallest 'pocket parks' help to shape local identity, help people overcome social isolation and create a sense of belonging in the places we call home.

Parks also offer people from all walks of life and all parts of our society somewhere to come together, enjoy each other's company and take advantage of the opportunities that accessible, free and attractive open spaces can provide.

We launched the original Pocket Parks Scheme in 2015, focussing on supporting those in the most deprived areas.

This created over 80 eye-catching new pocket parks for families and whole communities to enjoy.

Last year, we shifted the Pockets Parks scheme up a gear with Pocket Parks Plus funding 198 new and renovated parks.

We know we can do even more and that's why we are launching Pocket Parks to help communities transform unloved, neglected or derelict areas into new green spaces.

I'm excited to see this pioneering scheme grow and look forward to hearing from communities across the country about their creative plans to shape and improve their neighbourhoods for generations to come.

The Rt Hon Robert Jenrick MP  
Secretary of State for Housing, Communities and Local Government

# Pocket Parks

## Introduction

MHCLG is making available **£1.35 million** to create new pocket parks or renovate existing parks that have fallen into disrepair where it can be shown that physical changes could have a significant positive impact on the local community and address a specific local need. This funding will help put communities and their partners in control of the management of green spaces of value to them; and contribute resource towards improving the condition of these spaces to ensure they are in good condition.

The Pocket Parks scheme builds on the success of the 2018 Pocket Parks Plus Scheme which has delivered funding to 198 projects across England. The scheme provides support, through grants to community-led bodies working in partnership with their local authority, with the aim of creating new pocket parks or bringing existing green spaces up to a safe, usable and inviting standard. Improved green spaces will have long-term benefits supporting people to improve their health and wellbeing, bringing communities together or tackling loneliness and isolation by providing an accessible local space. We want to provide grants to projects that have thought about how to sustain improvements over a longer term.

The objectives of the programme are to deliver, across all areas of England, new pocket parks and support renovation of parks that have fallen into disrepair providing spaces for the local community to use, either as place to relax or for activities which will benefit the physical and mental health of local people.

### Why is this support available?

Building safer, stronger communities and creating places which are 'owned' and valued by everyone within local communities are key to the aims of the Ministry of Housing, Communities and Local Government (MHCLG).

We know that communities value the green spaces around them. Their positive impact on social well-being and physical and mental health is well-documented. This programme will focus on delivering physical improvements to support local needs and provide spaces that are tailored to address the needs of an area.

Providing good quality green spaces where people can come together, enhance their wellbeing, have access to healthy exercise, meet other people and find companionship are vital in addressing issues such as rising health costs, loneliness and division within local communities. Local parks and green spaces provide a wealth of opportunities to get closer to nature, meet up with friends, play, take physical exercise, walk the dog or even just have some quiet time in the fresh air with a cup of coffee from their local high street. They can be used to benefit the economy by hosting events which support local retailers and providing venues for business activities. They can offer communities access to space to facilitate community integration.

Parks can also contribute to wider government outcomes, including delivering quality natural environment and increasing opportunities for people to overcome isolation and loneliness and engage with their communities.

In this scheme we will consider projects for both new and renovated parks, or part of a park, which will transform areas currently in a state of disrepair back into public use for the long-term and provide a safe, accessible place for people in the local community to use. This could include making physical changes to a park to improve access for those with limited mobility or building or renovating a children's play area, enabling the park to be a focus point for young people and families, a location for communities to come together improving integration or helping to overcome isolation and loneliness. The scheme does not include funding for general maintenance or repairs which remains the responsibility of the local authority.

## How applicants can apply for funding

We expect to allocate grants of up to £15,000 for new pocket parks and £25,000 for renovation of existing parks split between capital and revenue expenditure. This reflects evidence from previous programmes about the amount needed to make a meaningful impact to an area of green space.

Grants will be paid to the appropriate principal local authority that is supporting the application (funding will be paid using powers under section 31 of the Local Government Act 2003) so that it can be released to the community in order to deliver the project.

Pocket parks are defined for the purpose of this programme as a piece of land of up to 0.4 hectares (although many are 0.02 hectares - equivalent to the size of a tennis court) which may already be under grass, but which is unused, undeveloped or derelict. We have set an upper limit on new green spaces because we want to support communities to develop smaller, derelict plots in neighbourhoods where they are sited to be close to where communities will use and benefit from them.

There is no prescription on what a pocket park should look like and we welcome both innovative and traditional proposals. We are also keen to see applications from projects aiming to improve their local town centre or high street with a community green space. The aim is to increase access to good quality green space in a sustainable and community-led manner.

We will support communities to develop new green spaces or improve existing ones that are in poor condition, that provide people with better quality spaces; increasing opportunities for social mixing, healthy living, relaxation, play, food growing and contact with nature addressing health and wellbeing, integration social isolation or loneliness.

### **Renovation of parks**

Renovation of parks or parts of a park should address specific local needs and lead to a significant increase in the use of the park, such as:

- bringing a children's play area back into use;
- encouraging local people to use parks for exercise and physical activities and improve physical or mental wellbeing;
- bringing communities together to overcome social barriers, for instance younger and older people or people from different cultural backgrounds; and
- encouraging people to use the park who may be less likely to do so, for instance disabled people or people from BAME backgrounds.

Ownership of the site in which the park is located may rest with the community, the local authority or other public sector body, or a private sector body or trust including a housing association.

All applications will need to provide written evidence of agreement from the landowner to the works or activities outlined in the application.

All applications must also be supported in writing by the relevant local authority, which must be willing to work in partnership with the applicant, hold the grant and pass it on to the community applicant.

We appreciate communities need help and support to deliver good quality management of green spaces, which is why we will look to support partnership models where communities have or intend to access partner expertise whether from their local authority or relevant networks, bodies or professionals. That support may be secured either directly by using some of their revenue funding to invite expert contributions, or by communities becoming part of existing support networks already operating amongst managers of green spaces such as local parks and open space forums.

We expect that our support will enable, for example (this list is not exhaustive):

- Capital – support to prepare a site, earth-works, landscaping, tree planting, structural works etc. and put it into a good condition for further development.
- Resource – to secure support from relevant experts (i.e. landscape architects, lawyers, horticulturalists or wider green sector experts) and/or to connect with existing green space support networks such as Friends of Parks Groups. You may also wish to use some of this element of the funding to ensure a robust sustainability strategy is developed.

The fund is not for general maintenance and **we will not fund** work that would happen anyway. Funding cannot be used to top up the budget of an existing project UNLESS communities can provide clear evidence that the proposed work would not have happened without the funding. An additional payment of £500 will be added to all successful grant applications to enable applicants to access support to conduct a full, detailed evaluation of the project, by buying in professional assistance should they require it.

Successful applicants will be required to complete an evaluation form (Annex F) at the end of the project. Successful applicants will also be encouraged to share any learning, innovation and best practice back to the green spaces sector.

## What applications should include

We expect well evidenced proposals that include the necessary information for a complete application. In brief, completed applications should include the following:

### Evidence of need

- The application must be a **community-led proposal** which comes from a voluntary sector group with a formal constitution. The applicant must demonstrate that there is a need for green space or community activity to address a specific local need. Examples might include areas with a high population of older people or young families and have identified social isolation as a concern; communities that want to address issues with community cohesion or communities that have identified local people have lower levels of physical activity.
- The application must detail areas of need within the local area and support this with relevant evidence and data e.g. deprivation indices; health inequalities; social isolation; issues with social cohesion or division; lack of green space for children's play or for young people to develop skills.

## Applicant

- The applicant must be supported by a 'community'. By community we mean a group of people who have come together such as a friends' group, a tenants' group, community gardeners' association, community interest company, town or parish council etc. The group will need to have a formal constitution.
- Communities will need to show that they have engaged their local authority (at the principal level i.e. county, district or unitary) to secure their support. At a minimum the local authority must be willing to act as the accountable body for the funding and a supporting letter signed by the community and local authority that confirms that the latter is willing to do so will be required with applications.
- Applications will need to detail the partners the group is working with and/or networks they have already established to take forward the proposal.
- Within the application, communities will need to submit:
  - details of their group and how it is constituted;
  - written confirmation from the local authority that they have agreed to take responsibility for the funds; and
  - details of the partners and networks that they will work with and draw support from (such as advice and good practice).
- Any grant awarded will be paid to the the local authority partner under section 31 of the Local Government Act 2003. Applicants may wish to discuss details of their proposed project with their local authority in advance of making the application

## Site

- For new parks the site must be no bigger than 0.4 hectares (and can be much smaller) which is unused, undeveloped or derelict, or not used to its full potential by the community. We are also asking for an explanation of how this project adds to the provision of quality green space within the area.
- Renovation of existing, underused parks can relate to a park or parts of a park, of any size providing the impact of the funding and work will make a sustainable long-term difference addressing local needs and allowing the park to be brought back into public use and support community activities.
- We will consider all ideas that meet the criteria. Particular features that we will look for in applications include:
  - New sites must be called a pocket park and branded as such
  - It must address a specific local need
  - It can be a new site or part, or all, of an existing site
  - Renovated parks need to be accessible and available for the community who wish to use it and ideally openly accessible to all
  - It should ideally demonstrate provision of a space that can be used for activities once work has been completed.

## Usage

- Please tell us about how the site will be used to promote activities, for instance activities encourage health and well being and/or tackle loneliness and social isolation

- Uses for the space could include developing the space as a playground, a vegetable patch or community orchard, for music, arts or theatre or a green gym. We are interested in receiving creative applications.
- Proposals must demonstrate evidence of who will benefit from the renovated park and how that links into the evidence of need.

## **Nature**

- Schemes that value and make use of existing landscape and natural features will score higher. We welcome proposals that provide more trees and/or make the most of those that are already there. Trees provide many benefits: improving air quality, providing shade for people and homes, and shelter or nesting sites for wildlife.

## **Match funding**

- Communities are strongly encouraged to obtain match-funding towards the grant awarded and we expect applicants to provide evidence that match-funding of a minimum of 30% of the grant amount has been secured. This is in addition to the grant and not part of the grant.
- Communities will need to explain what match funding has been secured and by when. It can be from the local authority, charitable bodies or foundations, from community events, crowd-funding, local business and/or elsewhere.
- Match funding can take the form of financial support, materials or labour. You should set out clearly what you consider to be the value of any match funded labour.

## **Deliverability and value for money**

- All proposals must deliver a park that is fit for purpose and of value to the community addressing a specific local need.
- Within the application, communities need to tell us about their park and what they plan to do. We will expect applications to:
  - Explain what they will provide on the site with the grant money;
  - Include a timescale that shows what they will be delivered and when;
  - Demonstrate how the renovated park could benefit mental and physical wellbeing;
  - Show how they will engage with the wider community to promote use of the; renovated park within the community;
  - Confirm that they have permission of the owner to develop the site; and
  - Attach a plan of the site now and another that shows what it will look like after the grant is spent
- Applicants should also set out their plan and timeline for delivery and confirm that MHCLG's money will be committed by the end of March 2020. They will need to show it will deliver value for money by highlighting how development is addressing local need, the benefits they believe can be achieved, including for example detail on how many people are expected to have improved access to the space, and show how they have considered the challenges ahead and risk to delivery.

- The proposal must be realistic and achievable, logical and well-constructed with the outputs and benefits achievable clearly identified. We will also look for evidence that the challenges and risks to success have been properly considered and are understood.

## Sustaining delivery

- The ability to sustain delivery beyond the funding provided is important. We appreciate our funding may simply support the start of work to an existing park or part of a park. We will want to see evidence of how communities and their partners plan to continue the work, through to opening the park and beyond by keeping it open and well managed in the years ahead. In particular, communities will be expected to undertake one or more of the following commitments:
  - Ensure they have put in place a **robust maintenance and sustainability plan** demonstrating how the site will be managed over at least the next 5 years.
  - Achieve the **Green Flag Community Award**, the free to enter national quality standard for green spaces, within the 2020 or 2021 judging rounds and maintain that for at least 5 years.
  - Secure the park for the future by registering it as an Asset of Community Value and under **Local Greenspace Designation**. They are also encouraged to consider dedicating it for use as a green space for use by the community in the future through schemes such as Field in Trust designation.
  - Develop links with the local/regional **Friends of Parks Forum** [www.natfedparks.org.uk/](http://www.natfedparks.org.uk/) enabling them to connect with other parks across the country and access support and guidance.

## Evaluation

- Applicants will need to tell us how they plan to sustain development and delivery of the renovated park and how it will continue to benefit the community beyond the grant period.
- All successful proposals will be expected to carry out an evaluation over the first 12 months of the project and submit this to MHCLG by 31 March 2021. An additional £500 will be provided within the grant to ensure that the evaluation process is carried out effectively. It may be used to enable applicants to seek help from a local organisation such as a Council for Voluntary Service (CVS) to help with evaluation if required. As a minimum, any evaluation should include:
  - Photographs of the site before and after and then again at the 12-month period;
  - Details of how the funding has been spent;
  - What the impacts of the park have been on the local area and community e.g. sustainability, supporting integration, helping health and wellbeing; and
  - Proposals for the future development of the space.
- Guidance on evaluating the scheme is at Annex E with an evaluation form at Annex F. These are available to download at [www.gov.uk/government/publications/pocket-parks-helping-communities-transform-unloved-neglected-or-derelict-areas-into-new-green-spaces](http://www.gov.uk/government/publications/pocket-parks-helping-communities-transform-unloved-neglected-or-derelict-areas-into-new-green-spaces).

For further details including weightings that will be given in assessment of applications, see Annex B.

# Application and assessment

We are inviting applications from community groups interested in establishing a pocket park or renovating an existing park or part of a park. An application form (Annex A) is available to download at [www.gov.uk/government/publications/pocket-parks-helping-communities-transform-unloved-neglected-or-derelect-areas-into-new-green-spaces](http://www.gov.uk/government/publications/pocket-parks-helping-communities-transform-unloved-neglected-or-derelect-areas-into-new-green-spaces).

Applicants will need to complete the form, supply the required supporting documents, and send scanned copies along with their applications by e-mail to [pocketparks@communities.gov.uk](mailto:pocketparks@communities.gov.uk) by **5:00pm on 31 December 2019**.

Applications will only be accepted on the form provided by MHCLG and returned to us by email.

We require one application per site, but community groups and their partner councils can submit applications for as many sites as they wish.

When finalising your application, please refer to the **programme criteria** as set out in this document and check your application has responded to them all as best as possible.

## Assessment of applications

Applications will be assessed objectively by MHCLG against the criteria and weightings set out in the in the **programme criteria and weightings** section of this prospectus (Annex B). Guidance on assessment of bids has been provided by those with experience in green space delivery and management. The final decision on which projects are supported rests with MHCLG. .

Given the short window of opportunity and scale of the funding MHCLG's decision will be final.

## Award

MHCLG will inform successful applicants by February 2020.

Successful Community applicants and local authority partners will be required to sign a letter of expectation that sets out what they will receive from MHCLG and what will be expected from them in return. Examples of letters of expectation are attached as Annex C (letter of expectation for communities) and Annex D (letter of expectation for local authorities). Once these are signed and returned to MHCLG, local authority partners will be contacted to arrange transfer of the grant to them, so delivery can proceed. At this point all successful applicants should liaise closely with their respective local authority to agree how the grant will be drawn down.

## Further information:

E-mail: [pocketparks@communities.gov.uk](mailto:pocketparks@communities.gov.uk)

Web page: [www.gov.uk/government/publications/pocket-parks-helping-communities-transform-unloved-neglected-or-derelect-areas-into-new-green-spaces](http://www.gov.uk/government/publications/pocket-parks-helping-communities-transform-unloved-neglected-or-derelect-areas-into-new-green-spaces)

# Annexes

- A. Application for Pocket Parks Grant Funding
- B. Programme criteria and weighting
- C. Example letter of expectation for successful community applicants
- D. Example letter of expectation successful for local authorities
- E. Evaluation Guidance
- F. Evaluation Form

# ANNEX A



Ministry of Housing,  
Communities &  
Local Government

## Application for Pocket Parks Grant Funding 2019

Please refer to the prospectus for help in completing this form or contact the team at the email address below if you have any questions.

**Please return completed application to [pocketparks@communities.gov.uk](mailto:pocketparks@communities.gov.uk) by 5pm on 31 December 2019**

**Before you submit your application please ensure you have included all the following information**

<b>Is this application for a new park (max. £15,000) or renovation of a park (max.£25,000)?</b>	<b>New</b> <input type="checkbox"/> <b>Renovation</b> <input type="checkbox"/> <b>(please check)</b>
<b>TOTAL AMOUNT APPLIED FOR</b>	£
<b>Letter or e-mail from Local Authority confirming willingness to hold grant</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>(please check)</b>
<b>Confirmation of ownership of site</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>(please check)</b>
<b>Confirmation of match funding</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>(please check)</b>
<b>Constitution or terms of reference of your group (if available)</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>(please check)</b>
<b>Plan of site now</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>(please check)</b>
<b>Plan of what the pocket park/renovated park will look like</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>(please check)</b>

## A. YOUR DETAILS

### 1. LEAD APPLICANT FROM THE COMMUNITY

Community group name	
Name of project lead	
Address	
Email	
Phone	

### 2. LOCAL AUTHORITY (LA) PARTNER DETAILS

Name of Local Authority	
Name of LA contact	
Role/Position in LA	
Address	
LA contact E-mail	
LA contact phone no.	
Is the Local Authority willing to take responsibility for the funding on the community group's behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please check)
A letter or e-mail confirming this is attached	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please check)

### 3. OTHER PARTNERS YOU WILL WORK WITH

Partner name and lead contact	Contact phone no	Contact e-mail	How will they support you?

**B. FINANCE SUMMARY**

**4. HOW MUCH MHCLG FUNDING ARE YOU APPLYING FOR? GRANTS ARE UP TO £15,000 FOR NEW PARKS AND £25,000 FOR RENOVATED PARKS**

New or Renovation?	Total applied for

**5. BREAKDOWN OF COSTS**

Items funded by MHCLG grant	Cost
<b>Sub Total</b>	
Items funded from other sources	
<b>Sub Total</b>	
<b>Total</b>	
Will you spend all of the MHCLG money by end March 2020?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please check)
If <b>No</b> , then please give an explanation	

**6. WHAT MATCH FUNDING DO YOU HAVE OR PLAN TO SECURE?**

Source	Type (funding, materials, labour etc)	Amount	Secured or sought?

**7. HAVE YOU RECEIVED ANY RECENT FUNDING IN RELATION TO DEVELOPMENT OF PARKS OR GREEN SPACES INCLUDING FROM PREVIOUS POCKET PARK SCHEMES?**

Yes  No  (please check)

If Yes, please provide details below

--

**8. YOUR NEW OR RENOVATED PARK**

New/Existing name of Park	
Address	
Postcode	
Size (hectares)	
<b>(For renovated parks)</b> Are you renovateing the whole site of part of the site?	Whole site <input type="checkbox"/> Part of the site <input type="checkbox"/> (Please check)

**9. OWNERSHIP**

Name of Owner	
Address of owner	
Do you have the owner's permission to apply for funding?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please check)
Have you enclosed the written landowner's permission?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please check)
Are there other green spaces within 5 minutes' walk?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please check)
if <b>Yes</b> , please explain what additional benefit this project will add to the local environment	

**10. WHAT LOCAL NEEDS WILL BE ADDRESSED OR SUPPORTED BY CREATION OR RENOVATION OF THIS PARK? (UP TO 300 WORDS)**

**11. DESCRIBE HOW YOU INTEND TO ESTABLISH OR RENOVATE THIS SITE AND HOW MHCLG FUNDING WILL BE SPENT? (UP TO 500 WORDS)**

**11. PLEASE SET OUT YOUR TIMELINE SHOWING KEY MILESTONES FROM DELIVERY TO COMPLETION (ADD EXTRA DETAILS AS REQUIRED)**

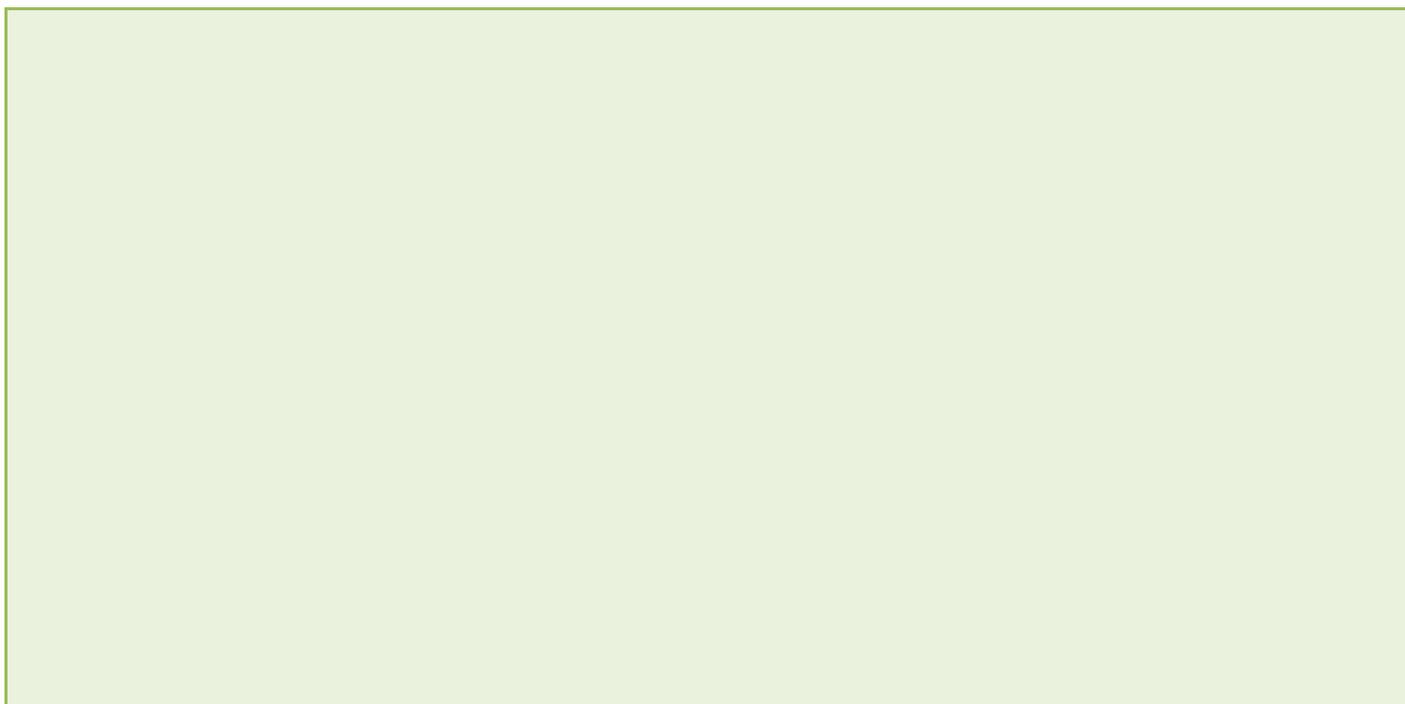
Action	Date
Planning completed	
Commence Project delivery	
Completion of delivery using MHCLG funding	
Completion of project	
Opening of park	

**12. HOW WILL YOU SUSTAIN THE MANAGEMENT OF THE SITE?**

Secure Green Flag Community Award	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)
Register your site as an asset of community value	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)
Seek Local Greenspace Designation	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)
Dedicate (such as a Field in Trust)	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)
Build links with the Local Friends of Parks Group	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)

Please explain any further approaches you will consider demonstrating sustainability of the park **(200 WORDS)**

**13. PLEASE PROVIDE ANY FURTHER INFORMATION THAT WILL SUPPORT YOUR APPLICATION (UP TO 300 WORDS)**



Please return your application to us by e-mail to [pocketparks@communities.gov.uk](mailto:pocketparks@communities.gov.uk) by **5pm on 31 December 2019**

Thank you for your application.

MHCLG Parks Team  
October 2019

# ANNEX B

## Programme criteria and weighting

<b>CORE CRITERIA</b>	<b>Sub criteria</b>	<b>Examples of evidence likely to score highly</b>	<b>Weighting %age of score (of 100%)</b>
Evidence of need	Community-led proposal	Statement from community. Demonstration of how renovated park could support community activities.	20
	Access to or current use of Green Space poor	Planning assessment, Green Space (GS) strategy, ANGSt analysis, map showing GS in the city/town	
	Specific local need	Evidence from local authority, local health and social care providers and voluntary and community sector bodies, IMD score	
Applicant	Local authority committed to partnership and willing to act as accountable body	Local authority details (name of official, email and telephone number) and written statement/letter confirming willingness to hold grant	15
	Support partners and networks identified	List of relevant partners inc. any costs	
	Established community body	Constitution; supportive partner testimonial	
Site	Area in need of improvement	Description, photos and map/plan of before and intended after	10
	Accessible to the community who wish to use it and ideally openly accessible to all	Statement from community or responses from a survey of community who will use it.	
Usage	Clear plan to engage all who could benefit from the project	Communication and marketing plan, statement from community, responses from a survey.	10
	Activities are closely linked to local needs and outcomes	Statement from community	
Nature	Will be a green open space	Map/plan and/or survey of site	10
	Proposals make use of natural features	Plan and/or description	
	Plans include trees or tree planting	Plan and/or description, including number of trees	
Match funding	Funding, resources, materials or in-kind labour	Logical and realistic plan; statement of support from funder.	10

<b>CORE CRITERIA</b>	<b>Sub criteria</b>	<b>Examples of evidence likely to score highly</b>	<b>Weighting %age of score (of 100%)</b>
		If match funding is in-kind, details of how voluntary labour costs have been calculated	
Sustainability		Statement of intent, including outline sustainability and maintenance plan  Details of how the renovated park might sustain local activities	10
Deliverability	Realism, fit to brief, innovation, impact, risk, value for money	Clear and sound project plan with milestones, (and detail that confirms money will be spent by end March 2020), outputs and outcomes. Realistic explanation of innovative idea. Statement of risk and mitigation.	15

# ANNEX C

## **Pocket Parks: Letter of expectation for successful community applicants**

The Ministry of Housing, Communities and Local Government (the Department) is pleased to confirm that you have been successful in your Pocket Parks application and is issuing a grant of **(£X)** to **(X Council)** under powers set out in section 31 of the Local Government Act 2003 to support the work set out in your application for Pocket Parks programme. The programme will support communities to provide new or renovated parks.

The Department will:

- Provide you, via your local authority partner, with a grant of (£X).
- Provide each community and local authority partnership with signposting to networks and other sources of further advice and support.
- Share the learning and good practice from Pocket Parks projects widely and, particularly, amongst people interested in taking on the management of public space.

We expect you to:

- Establish your pocket park or renovate the park or part of park as proposed in your application and deliver within the timeline you set out.
- Maintain effective and professional relationship with your local authority partner towards achieving delivery.
- Follow the terms of the grant funding agreement entered into with your local authority partner.
- Keep the Department informed of progress including spend, issues, variations and risks each month and if needed on request.
- By March 2021 deliver an evaluation of your project. You have been allocated an additional £500 within your grant to enable you, should you need it, to pay a local organisation such as a Council for Voluntary Service (CVS) to help you with your evaluation should this be required. An evaluation guide and form is attached at Annex E and F
- Share any media outputs with the Department before they go out, and so they can share them wider if it wishes to do so.
- Allow the Department to disseminate this learning more widely and to use these products wider including to inform further thinking on green spaces.

In order for the grant to be allocated please sign and return a copy of this letter to [pocketparks@communities.gov.uk](mailto:pocketparks@communities.gov.uk) as soon as possible

Signed (on behalf of the applicant):

Print name:

Date:

Should you have any queries, please do not hesitate to contact us. We look forward to working with you.

Alastair Sayles  
Parks and Green Spaces Team  
MHCLG  
[Month 2020]

# ANNEX D

## **Pocket Parks: Letter of expectation for Local Authorities**

The Ministry of Housing, Communities and Local Government (the Department) is issuing a grant of **£XX,XXX<sup>1</sup>** to **X Council** under powers in section 31 of the Local Government Act 2003 to support the work set out in the approved applications for Pocket Parks funding, included at Annex A. You have confirmed your agreement to take receipt of the approved funding on behalf of the community applicant which will enable you to enter into a grant relationship with the community and provide them with funding at least equivalent to the approved funding in an appropriate and timely way.

The Pocket Parks programme will support communities and their partners to renovate existing parks to provide renovated spaces that can be used for local activities.

The Department will:

- Provide through a Section 31 grant to your authority up to £xxxx, to support each project – specific breakdowns are attached at Annex A. In order to ensure a robust evaluation, process each applicant has been allocated a additional £500 to carry out an evaluation of the scheme, buying in professional advice should they need it, and return this to MHCLG by March 2021
- Provide each community and local authority partnership with signposting to networks and other sources of further advice and support.
- Share the learning and good practice from Pocket Parks projects widely in particular amongst people interested in taking on the management of public space.

This grant and support provided will assist you in supporting your community to establish their park as proposed in their application including within the timeline set out in that.

Your grant making processes will enable you to monitor progress of the programme and confirm that money is being used in the correct way by the community. We would encourage you to maintain an effective and professional relationship with each project and support them to deliver through any necessary local planning processes.

The Department is keen to disseminate learning from projects more widely including to inform further thinking on green spaces. We would appreciate your support to capture this learning when necessary. Should you have any queries, please do not hesitate to contact us. We look forward to working with you.

Alastair Sayles  
Parks and Green Spaces Team  
MHCLG  
[pocketparks@communities.gov.uk](mailto:pocketparks@communities.gov.uk)

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<sup>1</sup> Figures will reflect actual grant awarded

**Details of Pocket Parks Grants Awarded**

Name of Successful Applicant	Contact name	Total amount awarded
<b>TOTAL</b>		£

# ANNEX E

## Part A: How to measure outcomes from your Pocket Park Project

### 1. Introduction:

By now you will have heard that your project has successfully bid for grant funding to develop a new pocket park or renovate a park or part of a park in your community. As you and your partners start to prepare the ground for your park, this is a good time to think about how you will capture the journey you have been on so far and your next steps towards completing the park and seeing it being used by the local community. This short guide will sign post you to some useful on-line resources and guidance on the template we would like you to use to write up the story of your pocket park.

### 2. Why you should think about impact now?

The start of the project is the best time to think about what your park will look like and the benefits that will flow from it, together with how you will show the journey towards that result. Some of this thinking has already started – in your grant application form. Building on this, we have set out some helpful tips and resources to help you take this forward.

### 3. Getting Started:

- 1. Capturing things as they are now:** At this point – do take photos of the site for the park and if possible, take regular photos to show the physical transformation of the space over the course of its development. Also try to capture photos of the people who are involved and some of their views along the way.
- 2. Thinking about the kinds of outcomes that will show the benefits of the park for your community:** Other projects involving parks have used the indicators set out in table 1 below to help measure the changes brought about by your pocket park. You might want to use one or more of these for your park and you might want to consult with the people who use the park before finalising.
- 3. Collecting information to measure changes over time towards your outcome(s):** Once you have identified the outcome(s) for your park, you should consider how you will collect information on them. You can use a range of different kinds of tools and methods to help you measure impact. These can include surveys, focus groups, counting footfall, records of spending and readings/tests (for environmental outcomes). There are some useful guides to how you might measure the impact of your projects in the links below. These provide some practice advice around research and evaluation for community-based projects. Collecting this information will help your project show clearly the benefits so far and more importantly, and help you make the case for further investment.
- 4. Capturing the journey and the lessons along the way:** At the end of the year, you will need to prepare an end of grant report. One of the tools you might find useful to help you construct the story of your project is a case study template. In this pack, we have included a template for a case study and some tips on how you might use it.
- 5. Sharing the story of your success (and bumps along the way) –** do share the story of your park's development with your community – using whatever medium suits you including social media, community newsletters, public meetings, or park related events.

Table 1: Suggested outcomes and indicators

<b>Outcome</b>	<b>Indicator</b>
Improving the physical appearance of the park/ green space	<ul style="list-style-type: none"> <li>• Being awarded Green Flag or Community Green Flag (an independent award system)</li> <li>• Number (and percentage) of households/ businesses nearby who are satisfied with the park as a local amenity (Survey feedback from participants)</li> <li>• Physical changes – transformation of the park space (before and after).</li> </ul>
Increasing the use of park and the diversity of people using the park/green space	<ul style="list-style-type: none"> <li>• Before and After measures of the number of people who use the park each day or week or month</li> <li>• Number (and percentage) of people from different backgrounds who use the park (showing diversity of users/ footfall)</li> <li>• Number and types of different uses of the park – for sports, play, exercise, gardening, volunteering projects, get-togethers, events etc..</li> </ul>
Increased satisfaction with the local park green space	<ul style="list-style-type: none"> <li>• Number (and percentage) of people who say they are satisfied with the amenities (like parks) in their neighbourhood</li> </ul>
Increased voluntary support / voluntary activity to support the park	<ul style="list-style-type: none"> <li>• Increase in the number of volunteers who help to maintain the park regularly (monthly)</li> </ul>
Increased use of the park bringing people from different backgrounds together (social mixing)	<ul style="list-style-type: none"> <li>• Number of people who say that the park is somewhere they can meet and mix with people from different backgrounds (see integration project guide for indicators and questions)</li> <li>• Number of events each month held in the space, which attract people from different backgrounds.</li> </ul>
Increased wellbeing and social connections	<ul style="list-style-type: none"> <li>• Number (and percentage) of people who talk to people in their neighbourhood before/after the park has been set up.</li> <li>• Number (and percentage) of people who 'often/always' feel lonely (reduction in this number).</li> <li>• Number (and percentage) of people who say that people in this neighbourhood can be trusted</li> </ul>
Improved bio-diversity and environmental impacts	<ul style="list-style-type: none"> <li>• Number and diversity of wildlife using the green space</li> <li>• Improvements to air quality and assisting flood attenuation (measured through environmental tests).</li> </ul>

#### 4. Resources on how to undertake research and evaluation for your project:

How to evaluate your project:

<https://knowhownonprofit.org/how-to/how-to-evaluate-your-local-area>

How to collect quantitative data:

<https://knowhownonprofit.org/how-to/how-to-collect-quantitative-data-the-easy-way>

Evaluating community based projects:

<https://www.jrf.org.uk/sites/default/files/jrf/migrated/files/1859354157.pdf>

Tool for monitoring projects:

[http://www.proveandimprove.org/documents/VoluntaryCommunityArtsEvalToolkit\\_000.pdf](http://www.proveandimprove.org/documents/VoluntaryCommunityArtsEvalToolkit_000.pdf)

Tool for measuring air quality:

[https://uk-air.defra.gov.uk/index.php?zone\\_id=15](https://uk-air.defra.gov.uk/index.php?zone_id=15)



## Part B: Completing your end of grant report template

### 1. Introduction

The rest of this guide will assist you in preparing an end of grant evaluation report for the Pocket Parks programme. The template is organised around the kinds of information which will take the reader through the main steps of your project's journey. If some of the headings are not relevant, please feel free to tweak them. We have set out one or two headings on each page of the template but you may want to expand on these if you have more detail to provide in your report. The following information will provide you with an idea of what you might include under each section of the template.

### 2. Front cover

On the front page, we suggest that a *concise title* for your project (the name of the project for example). This may include the name of the project and the type of park created or renovated.

There is also space for you to cross-reference your project: some *keyword tags*. These tags will help readers to quickly identify the main purpose of your park – like social mixing; wildlife; exercise; play area if you are publishing the report/or tweeting about it.

### 3. The headlines

This section sets out clearly the key facts/ messages about the project. Usually the headlines are in bullet point form where you can set out, for example: a) the park's aims; b) the key partners; c) the impacts/ results achieved so far; d) the key lessons learnt. This is the place where the reader will first look, and it is the place where their interest will be raised to carry on reading.

There is space at the bottom of this section to include a quote. This might be from, for example: a senior representative from the commissioning body; a local elected member; a service provider; a service user.

### 4. What is the background and profile of the community around our park

In this section you will be able to set the scene for the reader. We would like you to cover the following questions: What was happening with the site of the park before? If renovated, why had it fallen into disrepair? What was the experience and views of the local community to the park recently? Can you tell us a little about the local area – the housing stock type; employment levels; age profile and tenure of local residents (is it a place with a lot of turnover, or very settled). What was the trigger for doing something with the park?

We would like you to provide as much detail as you can, particularly using numbers (e.g. an average number of people who use the park and the profile of local people in the area), will help to give the reader a better idea of the community around the park.

### 5. What are the main outcomes for the new or renovated park?

In this section, you can set out the kinds of outcomes that you wanted to achieve and how you decided on those outcomes - why they mattered. You can also refer to the original reason or need behind why you applied to the Pocket Parks programme. We would like you to draw upon the outcomes set out below (that are covered earlier in this guide in table 1). These include addressing specific needs in the local community including health and wellbeing, integration, loneliness etc; improving the physical appearance of the park/green space; increasing the use of the park and the diversity of people using the park; increasing satisfaction with the park; increasing voluntary support to maintain the park, improving the bio-diversity / environmental impacts from the space.

### 6. Who are the key partners?

In this section, we would like you to set out the names of the different partner organisations required to deliver this project. These partners are likely to come from a range of sectors (e.g. local authority, charity or community group, residents' groups, local businesses and other local leaders).

In this section you might want to include a short description of what each of those groups / organisations hoped to achieve from collaborating in this project and what if any resources (people, money, other support) they provided to the project, including over what time frame.

It would also be helpful for the reader if you can include a quote from one or more key partners.

#### 7. What are the main costs/resources associated with the project?

This is the section where you set out in the table the resources and costs associated with the project; we have included the things that we are interested in capturing, but if there are other costs and resources involved in your Pocket Parks project include them in the table too.

#### 8. What has been the impact?

This is the section where you can describe the results your project has achieved so far, as well as those findings. You will want to show the changes to the park in terms of physical improvements (before and after photos for example), as well as the results achieved so far for the outcomes the park wanted to achieve. It is likely that some of those outcomes will take longer to come about.

In this section, we would also like you to add in any economic or financial impacts arising from the project – have there been savings because the park has been developed/renovated?

Please do include facts/ figures to describe the results as these will help the reader to better understand the impact achieved so far.

It is also helpful to include some quotes from the end users, partners, service providers which reinforce the points you want to make.

#### 9. What have been the key elements of success?

In this section we would like you to identify what has assisted with these results. You may want to list them in order of importance. This will help the reader to understand what mattered to the outcomes so far.

#### 10. What has been learnt?

In this section we would like you to highlight the key lessons you and your partners have learnt along the way so far. These can be lessons about any part of the project and the processes to transform the service. You may want to include specific lessons about: partnership working; choosing a particular service model; gathering evidence about results achieved so far; or impacts.

Again, including a quote may bring these lessons to life for the reader.

#### 11. Who can I contact?

This should include the name, role and email address/ phone number of one or more lead members of the project.

#### 12. Other information

This is a space to include resource materials, web links and other information you think the reader may find helpful to learn more about your project, the approach you used or the results so far.

Do include as many photos as you can, as they can really show change in a high impact way.

# ANNEX F

## Pocket Parks

### End of Grant Report Template

[Insert the name of your project here and state whether it is a new park or a renovation]

[Insert keywords associated with your project with this tag in front of each: # e.g. #PocketPark #greenspace #community etc.so that you/we can tweet the results]

### The Headlines

- Headline 1
- Headline 2
- Headline 3
- Headline 4

[ Insert Quotes from the project team; project manager; residents ]

### The background to our new pocket park or renovated park.

Cover what has been happening in the park/green space up to now – what were the communities' views (residents and businesses) on the project. Why had it fallen into disrepair?

Describe the area around the park: the housing type, population, turnover of residents in the area, what other amenities are located close to/near the park

<b>Outcomes from our new or renovated park</b>	✓
Improve the physical appearance of the existing park/develop a park on this site	
Increase the use of the park (more people visiting the park/green space) than before the project	
Increase the use of the park (green space) by more people from different backgrounds than before the project	
Increasing local people's satisfaction with the park/green space / local area than before project	
Increase the number of people who volunteer to work to support the park/green space than before the project	
Increase in the use of the park to bring people from different backgrounds together (social mixing) than before the project	
Improve bio-diversity and environmental impacts than before the project	
Improvements in wellbeing	
Other please specify	

**The main outcomes we are trying to achieve through our new pocket park or renovated park**

Summarise in this section, the kinds of outcomes that the park is trying to achieve – that you will measure (ideally before and after the park renovation/ development begins). As a guide, please tick the outcomes from our list, which your pocket park project will help to deliver and explain in a about 200 words the detail about the original need you are trying to address and the kinds of outcomes you think the renovated park will produce, plus the kinds of measurements (see guide) you will use to show the reader those outcomes have been achieved.

### The main partners in our Pocket Parks project

Name the partners who have made the project possible – including the local authorities, community groups/charities, resident groups, local leaders and others who have been important to the delivery of this project. Include here what these partners want to see from the project and what they are contributing to the process (people, money etc...) over what time frame.

[ Insert Quotes from the partners about what they want to get from the project]

### The main costs /resources associated with the project

Set out the costs and resources spent during 2019, rounding the costs to the nearest £100.

Resource	Number of people	Cost £
Staff who ran managed the project		
Staff who delivered the project		
Contractors who delivered the project		
Consultants who helped during the planning/design stage		
Volunteers who delivered the project (you may not need to include costs, if people were not offered any incentives)		
Capital costs for fixtures/fittings in the park		
Other costs, please specify		
<b>Totals</b>		

### What has been the impact so far?

Set out here the results that have been achieved so far linked to the outcomes you have mentioned in the earlier section (below are impacts that were identified in the table, to add to/delete for your Pocket Parks project). Please include facts and figures to show the changes so far. Under each section you should aim to use about 500 words or so.

### The physical changes to the park/green space

Explain the actual changes that have happened in the park/green space in terms of numbers so that the reader can see the scale of the change; including the actual physical changes that have taken place (has the play area been renovated or newly built? How many trees/ shrubs have been planted? what benches have been installed?)

Include before and after photos here...

### Use of the park

Set out here how many people have used the park since it has been developed, compared with before the project and how this has been measured.

### Bringing people from different backgrounds together

Set out here how many people from different backgrounds have used the park since it has been developed, compared with before the project and how this has been measured.

### **Satisfaction with the park/green space**

Set out here how local people's views have changed since the park was developed, including their satisfaction levels and how this has been measured.

### **Voluntary support for the park**

Set out here changes in the numbers of people who have voluntarily helped with the park (the number who helped to develop it and the number who help to maintain it) and how this has been measured.

### **Bio-diversity and environmental changes**

Set out here the kinds of bio-diversity results for the space (the changes to any numbers or variety of wildlife visiting the park – birds, butterflies, insects, etc..) and any environmental changes as a result of the park (air quality levels; noise levels; flood reduction etc..) and how this has been measured.

### **Needs that have been addressed; Including physical and mental health, wellbeing, Integration and social mixing etc..**

Set out here the needs addressed and benefits associated with the park, since it has been developed and how this has been measured.

### **Other impacts**

Include anything of relevance that has not been covered in the sections above  
[Include some quotes here to explain what people said about the results]

### **What made these changes possible?**

Set out the top 5 things which made these changes/results possible – covering people, advice, opportunities etc .

### **What has been learnt so far**

Set out the main lessons you have learned from the project – covering the planning stage, the delivery stage and the future stage. – include any mistakes/challenges you overcame. In this section, aim for about 500 words.

### **Contact details**

For readers, set out a named person, email etc....(can also include links to website, Facebook page, Twitter, Instagram etc)

