

SIB Project Brief and Call for Projects

**Washington Park Management Plan: Usworth Park
Project Brief
CALL FOR PROJECTS**

Washington Area Committee would like to invite Washington based Voluntary and Community Sector (VCS) groups, and public and statutory providers to submit a full application that will provide a community led Management Plan for Usworth Park. Washington Area Committee wishes to see proposals which address the Area Committee's priority of Environment and Green Space and Community Inclusion. Applications will be considered from VCS groups who have a Management Committee, constitution and bank account with dual signatories. VCS groups must adhere to accounting requirements in accordance with the Companies Act.

Introduction and Background

The Washington Clean and Green initiative is a community-based, environmental initiative that inspires and empowers communities to come together to clean up, fix up, respect and take pride in their immediate neighbourhoods and the wider green space in Washington. As part of that ethos there are a number of elements established which when brought together have been extremely successful in attracting volunteers, social organisations, neighbourhoods and communities to come together and make Washington a safe and cleaner place to live, work and play:

- Friends Parks Groups Project supports the local community to come together to take on shared responsibilities (with SCC Local Services) and undertake a programme of skills building and training to take on additional tasks within specific sites, e.g. parks, and managing a programme of small capital works.
- Healthy Places Healthy People aims to work on a number of sites across Washington, to enhance local neighbourhoods, encourage community partnerships and improve the health of residents' through access to green spaces. The project aims at helping the local community make small scale improvements to their green spaces with the long term goal that the group will help support and maintain the site after the project has ended. This project has recently engaged with a small number of residents and organisations to encourage positive use of Usworth Park and to establish and formalise a Friends Group – with the aim of being able to support this group through the Friends of Parks Project.
- Usworth Park – identified via both the 'Friends' project and the Healthy Places Healthy People Project, is a small local park which has as an clear aspiration - the re-instatement of the Green Flag Award. A small group of passionate volunteers and local community have more recently come together in order to increase community engagement and participation in the Park.

Expected Outcomes

This Call for Projects is for an organisation experienced in producing plans to manage park development. The Management Plan should include the following:

- A clear vision including the community aspirations for the Park

- How proposals will complement the work of SCC's Park Management Plan for Usworth Park and be used to aid future development and maintenance of Usworth Park and to plot improvements, manage the site and achieve the Green Flag Award, in partnership with SCC's Place Management Service
- How the Park will contribute to a positive neighbourhood identity and provide a focal point for the local community
- How it will complement the work of SCC's Park Management Plan for Usworth Park Details to provide opportunities for accessible green space, play, leisure, safe walking and enhance the ecology. The park should provide a landscape suitable to a neighbourhood/urban setting.
- Consider how to expand the park use and provide a range of opportunities for informal recreation, equal access, and community inclusion.
- The Plan needs to clearly evidence the best route for gaining the Green Flag award documenting what is there now, what is the aspiration, how to get there, and how will we know it has been successful.
- The plan needs to identify the mechanism for improving the buildings and structures, the 'landscape', community ownership and increasing community use.
- There needs to be a robust funding strategy to aid future development and maintenance
- There needs to be both a short term action plan and a medium/long term action plan included to aid sustainability
- There needs to be a clear recommendation for a robust community led governance structure or methodology

It is anticipated the production of the management plan should take no more than 6 months.

The successful applicant will be expected to report and liaise directly to the Washington Area Place Board throughout that time.

Context

The application needs to:

- Ensure co-ordination with SCC's Place Management team to aid delivery of any recommendations from this process.
- Evidence knowledge of Usworth Park's current status within the context of use, access, condition, and community involvement.
- Show the applicant has knowledge of Sunderland City Council's strategic framework for Parks and open spaces, and all other relevant policies.
- Be in line with Green Flag criteria
- Show knowledge about the context of the space in relation to the neighbourhood and the area.
- Show they have an understanding with regards to current usage, community interest, engagement and aspirations

Budget: The total budget available for this Call for Projects is **£20,000**.

Assessment

Each project application will be assessed against set criteria. The results of that assessment and SIB consultation will be presented to the next available Area Committee Place Board.

Proposed Timescale

Project brief and methodology approved (Area Committee)	June 2018
Deadline for applications	July 17 th 2018
Assessment and consultation by	July 22 nd 2018
Award of grant (next available Area Committee)	July 25 th 2018

Return Date

SIB Application form, guidance notes and scoring matrix are available from 0191 561 2449 or by emailing karon.purvis@sunderland.gov.uk

The deadline date to return the completed application (in two formats), along with necessary documents is **17th July 2018**

Two formats will need to be submitted.

Format One: (Hard Copy): A signed hard copy of the application form, along with all relevant paperwork should be posted into Sunderland City Council, Scrutiny and Area Arrangements, Room 3.98, Civic Centre, Burdon Road, Sunderland, SR2 7DN.

Format Two: (Electronic Copy): An electronic copy of the application should be emailed to karon.purvis@sunderland.gov.uk and copied to scrutinyandareaarrangements@sunderland.gov.uk.

Queries

If you have any questions regarding the application process or you require any advice on the development of the project please do not hesitate to contact Karon Purvis on 0191 561 2449 or on karon.purvis@sunderland.gov.uk

SIB Scoring Method (external)

Please note that the project will be scored on the level of detail provided in the application form. Insufficient detail or a lack of clarity will result in a lower mark being allocated. A total **140** marks is available, as detailed below. The results of this scoring will be used to inform decision making. There is not a minimum required score in order to gain funding. However, where there are competing bids the scores will be used to compare projects and select the preferred option.

Application Section		Scoring Methodology (Range)
Question 1	XX marks	0 - 10
Question 2	xx marks	0 - 60
Question 3	XX marks	0 - 20
Question 4	XX marks	0 - 10
Question 5	XX marks	0 - 20
Question 6	XX marks	0 - 20
		Total Score Available = 140

SIB Scoring Criteria (external)

Project Name	
Organisation	
Area	
Total Score/Total Available	/140

Question 1	
Is the organisation based in/local to the relevant area	How it will be scored?
Comments and Score:	10 - based in or delivers activities that benefit the relevant area 5 - based in Sunderland 5 - based in region Score XX

Question 2	
How does the project meet the outcomes identified in the brief?	How it will be scored?
Comments and Score: <ul style="list-style-type: none"> A clear vision including the community aspirations for the Park 10 Points How proposals will complement the work of SCC's Park Management Plan for Usworth Park and be used to aid future development and maintenance of Usworth Park and to plot improvements, manage the site and achieve the Green Flag Award, in partnership with SCC's Place Management Service 5 points How the Park will contribute to a positive neighbourhood identity and provide a focal point for the local community 5 points How it will complement the work of SCC's Park Management Plan for Usworth Park to provide opportunities for accessible green space, play, leisure, safe walking and enhance the ecology. The park should provide a landscape suitable to a neighbourhood/urban setting. 5 points Consider how to expand the park use and provide a range of opportunities for informal recreation, equal access, and community inclusion. 5 points The Plan needs to clearly evidence the best route for gaining the Green Flag award documenting what is there now, what is the aspiration, how to get there, and how will we know it has been successful. 5 points The plan needs to identify the mechanism for improving the buildings and structures, the 'landscape', community ownership and increasing community use. 5 points There needs to be a robust funding strategy to aid future development and maintenance 5 points 	60 – clearly explains what the project will do and how it meets all outcomes 30 – clearly explains the project and how it meets some outcomes 10 - explains the project but does not clearly explain how it meets outcomes Score XX

<ul style="list-style-type: none"> • There needs to be both a short term action plan and a medium/long term action plan included to aid sustainability 10 points • There needs to be a clear recommendation for a robust community led governance structure or methodology 5 points 	
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Question 3	
The brief identifies who should benefit from this project, is the application clear how it will reach the beneficiaries?	How it will be scored?
Comments and Score:	20 - Accurately and fully explains how 10 - partially explains how 0 - does not explain how Score XX

Question 4	
Does the project offer added value and target 'new' beneficiaries?	How it will be scored?
Comments and Score:	10 – evidence of how it will add value and complement current services 5 – awareness of other services and plans to add value 0 – no knowledge of current services Score XX

Question 5	
Have the management and monitoring systems for the project been clearly explained? Are they adequate and relevant to the project? Are the milestones realistic? Do you feel that potential issues and risks have been clearly identified and mechanisms in place to deal with them? Has sustainability/exit strategy been covered?	How it will be scored?

Comments and Score: Management and monitoring 5 points Realistic milestones 5 points Any risks identified 5 points Sustainability addressed 5 points	20 - very clear with examples given 10 –clear without examples 0 - not clear Score XX
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Question 6	
Partnership working – Does the application clearly explain how it will engage with existing organisations working in the area to ensure duplication is avoided	How it will be scored?
Comments:	20 - very clear with examples given 10 –clear without examples 0 - not clear Score XX

Total Score	
Project Appraised by	
Appraiser Signature	
Date	