Future Parks Accelerator (FPA) Programme Evaluation

Clarification Questions and Responses

Note: To receive a copy of the FPA Expression of Interest Guidance and the Application Guidance please email:[Asimina.vergou@heritagefund.org.uk](mailto:Asimina.vergou@heritagefund.org.uk)

Timescales

**Q1.** Paragraph 1.20: Are you able to provide approximate timescales for each of the two project phases (co-design and transition phases)?

**Q2.** When is the co-design phase due to start and end?

Each project has identified their own timescale in relation to when the two phases start and finish based on their project needs and required activities. For example, the co-design period, which is the first phase of the project, may last between 9-16months. All projects are expected to report at a mid-point review their progress towards co-design phase in order to get approval to start their transition phase. Each project has set their own mid-point review. Projects are expected to finish approximately by May 2021.

**Q3.** Do you expect projects to follow the same timescale or could these vary?

Projects are given overall a two-year period to complete. The co-design and transition phases within each project varies based on the project’s needs, and different context requirements.

Grantees/projects involvement in programme evaluation and learning events

**Q4.** Paragraph 1.2.1: Is there, or will there be, a commitment in place to sharing evidence from the individual project evaluations with the winning bidder of this tender for the wider evaluation?

**Q5.** What kind of engagement with the programme would you expect from grantees once the grant-giving phase is over? In connection with this, do you expect the learning events to take place only during the period of fund distribution (i.e. do you expect 6 events or 4 events)?

**Q6.** Would you like the first two learning events to take place in 2019, therefore six in total between 2019 and 2022? This is useful to clarify given the potential costs associated with the events.

The projects, through their standard terms of grant, have committed to monitor the success of their project through their own project evaluation. In addition, they have committed to engage with the programme evaluators throughout the programme evaluation period (including one year after their grant finishes). In particular the terms of the grants mention:

*You must monitor the success of the Project and give us an Evaluation Report at the end of it. This report must satisfy us that the Project has been completed successfully and in accordance with these terms of grant. We will not pay you the final instalment of the Grant until we have approved your completion and evaluation report. We will appoint evaluators who will continue to evaluate the impact of FPA up to one year beyond the grant expiry date. We expect grant holders to facilitate access to information/data and participate in activities/interviews as directed by the appointed evaluation team.*

We expect two learning events to take place annually during the grant period. Each 12month period will be calculated from the start date of the projects i.e. May 2019. Overall 4 learning events should take place during the grants’ period. We would also expect one learning event to take place during the post-grant period and before this programme evaluation ends.

Contact details for primary data collection

**Q7.** Can you advise what contact details you are able to provide to support primary data collection?

The Fund has an internal contacts’ data base for Future Parks Accelerator which will be used for the purpose of this evaluation. This database includes details of contact staff representing the applicant organisation. In the event of staff changes, The Fund will support finding alternative contacts for relevant projects/organisations. Sharing details and using these **contacts** for the purposes of this evaluation will be done in line with GDPR.

In terms of accessing other FPA related stakeholders we expect the FPA project contact to assist the consultant. As part of the funded FPA projects, our grantees are expected to contribute to programme level evaluation.

Dissemination activities

**Q8.** Paragraph 4.8: Are you able to indicate an approximate number of presentation meetings during the contract, for costing purposes?

**Q9.** Do you anticipate separate events for different audiences or combined events?

As stated in section 3.3, the evaluator is expected to map out with grantees, The Fund and NT, key stakeholders to influence with the evaluation findings and co-create dissemination plan. This activity will determine an approximate number of presentation meetings during the contract. In some cases, we would expect that separate events will be organised for audience of particular importance. At this stage we expect the bidders to make an estimate costing for dissemination which will be proportionate to the other activities of the evaluation. Following the co-creation of the dissemination plan, it may be decided to revise budgets within the overall evaluation plan.

Proposal page limit

**Q10.** Does the proposal page limit exclude the cover and contents page?

**Q11.** Can staff CVs be put into an appendix or do they need to fall within the page limit?

**Q12.** We do not see any reference to requiring CVs for the project team members to be included in the proposal - is it correct that you do not require CVs?

**Q13.** Regarding the length of the proposal, we note in para 6.1 it states that it should be a maximum of 15 pages - does this include the Table A Schedule of Charges?

The proposal limit is 15pp. Front cover and contents are excluded from the page limit.

Separate, extensive CVs of team members is not a requirement for the proposal. Short bios of team members to demonstrate relevant experience and expertise can be included in the proposal, within the page limit.

Table A Schedule of Charges should be also included in the proposal within the 15pp limit.

Submitting a proposal more than 15 pages will automatically result in the rejection of the proposal.

Structure of the proposal

**Q14.** Section 6.2 states that the proposal should be structured according to “the numbering below”, but this section contains bullets rather than numbers. Can you therefore clarify if the proposal should be structured according to the bullets in 6.2 or the numbered evaluation criteria in section 6.3?

**Q15.** Regarding the structure of the proposal, para 6.2 states that the proposal should follow 'the numbering below' - does this numbering refer to the questions 1 to 7 in the table of quality questions at the bottom of page 9 / top of page 10 of the invitation to tender?

We expect the proposals to be structured based on the bullet points included in section 6.2. We will rate the proposals based on the criteria listed in section 6.3.

Scoring of the proposal

**Q16.** Section 6.3: Our interpretation of the evaluation questions is that 55% of the marks relate to past experience (questions 1, 2 4 and 5). Should each aspect of this experience be stated explicitly or do you anticipate evaluating certain aspects of experience from the strength and considerations set out in the methodology? Your answer to this question will be useful given the proposal page limit and the amount of space we therefore give to each section.

We would expect the relevant experience to be listed explicitly and also to be demonstrated in the proposed approach (certain aspects of the experience should reflect on the strength and considerations set out in the methodology).

Commissioner of the evaluation

**Q17.** Is the client HLF or NHMF (the latter as indicated on contracts finder)?

Future Parks Accelerator is co-funded by The National Lottery Heritage Fund (formerly known as Heritage Lottery Fund), the National Trust and Ministry of Housing, Communities and Local Government (MHCLG)*.* All partners will be involved in decision making related to programme evaluation. Formally, and responsible for the day-to-day management of the programme evaluation contract will be The National Lottery Heritage Fund (recently rebranded).

Evaluating impact

**Q18.** As we understand it, the FPA is about putting in place the vision, structures and resources to deliver longer-term change. Would it be sensible to assume that any physical changes or transformative activity to parks and green spaces as a direct result of the programme are unlikely to materialise on a significant scale within the evaluation timescale to June 2022?

Yes, FPA is about putting in place the vision, structures and resources to deliver longer-term change. FPA does not fund any capital works at all.

About the projects

**Q19.** Where are the pathfinder projects located and why have these been chosen/ what were the application criteria?

The projects are located in various locations across England and in Scotland. The location of the projects is embargoed until a public launch scheduled for the start of June.

The projects were selected following an open and competitive process. The following criteria have been used to assess the applications (as stated in the application guidance):

* What is the need or opportunity that the project is responding to?
* Will the project deliver ambitious solutions across an entire place that are forward thinking, broad, creative and pioneering?
* Will the project create real impact for the place and for the parks sector more broadly?
* Why does the project need to go ahead now and why is Lottery funding required?
* Will the project strongly achieve the Future Parks Accelerator outcomes?
* Does the project plan a step-change in how stakeholders engage with their parks and green spaces, in order to maximise public benefit?
* Is the project financially realistic?
* Is the project well-planned?
* Does the current or proposed project team have the capability and capacity to lead and deliver a service transformation project of this type, creativity and scale?
* Is the transformational approach likely to create a long-term, financially sustainable solution for the place?
* Does the project have appropriate and evidenced senior-level support?

**Q20.** Are there restrictions with regards to what grantees can/cannot spend the grant money on?

In their applications projects have been asked to include all costs that are directly incurred as a result of the project.

**Direct project costs include:**

* new staff posts to deliver the project;
* extra hours for existing staff to deliver the project;
* the cost of filling a post left empty by moving an existing member of staff into a post created for the project;
* payments/bursaries for trainees; professional fees;
* costs involved in sharing knowledge with others in the accelerator cohort;
* activities to engage people with the project;
* evaluation;
* acknowledgement of our grant;
* reasonable extra costs for your organisation, such as a new phone, extra photocopying, new computers or extra rent.

**Direct project costs do not include:**

* the cost of existing staff time (unless you are transferring an existing member of staff into a new post to deliver the project);
* existing organisational costs.

**Full Cost Recovery**

For voluntary organisations, we can also accept part of an organisation’s overheads (sometimes called ‘core costs’) as a part of the costs of the project. We expect our contribution to be calculated using Full Cost Recovery.

We cannot accept applications for Full Cost Recovery from public sector organisations, such as government-funded museums, local authorities or universities.

Your organisation’s overheads might include overall management, administration and support, or premises costs that relate to the whole organisation. Under Full Cost Recovery, we can pay a proportion of these overheads, commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the HLF-funded project.

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Contract’s terms and conditions

**Q21.** Regarding the contract's terms and conditions, para 5.4 states that the contract will be based on the Fund' standard terms and conditions - are these available terms and conditions available online?  If not, please could you send us a copy.

Please contact [Asimina.vergou@heritagefund.org.uk](mailto:Asimina.vergou@heritagefund.org.uk) to receive a copy of our contract template which includes our terms and conditions.