

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	Dementia Forward Café (to be named by the group)
Project Manager	Dementia Forward Volunteer
Document Author (if different from Project Manager)	Joyce Vine
Organisation Name	Kelcbar Community Social Committee



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief?

There is a known lack of specific social/recreational provision for those dementia patients (and their carers) who are living in the CEF area (ref. Dementia Forward).

Dementia Forward receives referrals every month into their services and 60+ of these are in the York, Selby and Tadcaster area. It is important that people are supported from the point of diagnosis with information and advice. In addition to this it is recognised that people diagnosed and their family carers often become socially isolated and it is vital that they are able to maintain their wellbeing. The Café model we are setting up has been tried and tested with great success by Dementia Forward and will offer all the above on a weekly basis, giving people a regular place to turn. People who have accessed the cafes talk about it being the highlight of their week and they feel supported.

An added bonus is that it creates local volunteering opportunities; it helps to raise awareness and understanding of dementia in the local area, builds networks of support and reduces stigma.

Details of the Project

Please list the details of your project

A small welcoming group run by volunteers providing refreshments and recreation in dementia friendly surroundings to which patients and their carers may be referred by health and social care professionals as well as from within the community.

Dementia Forward will provide the recruitment, training and support for volunteers. They will also share the practice guide from other café projects along with certain necessary documents such as risk assessments.

The sessions will run weekly with a rota of volunteers. Transport will be organised through the local volunteer car service and dementia training will be offered to the driving volunteers if desired.

Each session will provide a light lunch and then a range of stimulating activities ranging from knitting to playing indoor bowls. Information and advice will be available at every session if required.

A method of reporting any concerns about individuals will be in place so that if a person needs extra support or advice they are referred to Dementia Forward.

Dementia is a progressive illness and there will be a process to support people for whom the service is no longer suitable. Dementia Forward will be able to offer assessments at any point and will support the person and their family to ensure that they always know where to turn. Dementia Forward have a team of trained support workers, Admiral Nurses (trained dementia nurses) and most importantly a local help line that people will be signposted to.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

- Reduced social isolation and loneliness
- Meaningful activities and maintenance of Wellbeing
- Peer support for both the person diagnosed and the carer
- Raised understanding of dementia in the local area
- Opportunities for volunteering
- Increased networks for support
- A local service that is accessible

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

- Raised awareness and acceptance of dementia in the local area
- Volunteer opportunities
- Respite care activities
- Use of quality accommodation.
- Co-operation between a well organised resident group at the Centre and the CEF
- Support for health and social care provision in the area.
- Strong partnerships with Dementia Forward and other organisations involved in the support of dementia

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The charity Dementia Forward will recruit and advise volunteers, provide links to necessary risk assessments, qualification courses and useful information banks and consult with the Kelcbar Social Committee.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

Risk assessments, recruitment, training and referral take-up time could be completed by Easter 2018.

The group would start after Easter and the hope is that it will be ongoing. Refreshments and some activity costs.

The aim would be for the group to become self-sustaining in the future with a small charge to cover.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs** – Expenses, building hire, equipment
- **People** – A number of volunteers plus visiting consultation staff from Dementia Forward

Total funding required – approx. £2,500

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

Possible contributions from clients, Dementia Forward, Kelcbar Community Social Committee and CEF.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Risk assessment needed of harm to vulnerable adults.

Issue - respite care in need of venue.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

Links- NHS, Tadcaster Alzheimer's Clinic, Kelcbar Community

Dependencies - availability and cleanliness of Kelcbar Centre, Dementia Forward input.

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