

<b>Project Brief</b>	
<p>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> 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.</p>	
<b>Project Name</b>	Selby Swans New Building
<b>Project Manager</b>	Stacey Nixon
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	Selby Swans Gymnastic Academy



### **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.*

We have been running the Selby Swans for three years started with 50 kids one day a week and have 3 days a week with 158 kids now.

We have over 300 on our waiting list which we closed due to not been able to help these children.

We have 12 children from Camblesforth, 1 from Cliffe, 2 South Duffield, Drax 6, Hemingbrough 4

Moving to a central place makes us more accessible to more children.

We will be offering more days and letting schools use the facility to let children have use during the day it's not used. We are looking at opening Thursday to offer preschool and disability classes, so we include everyone who wants to do gymnastics

This club may have been founded by myself, but in reality it belongs to the children of Selby.

We have paid 6 months rent up front which caused us to need to ask for help.

We are lucky that over 3 years we have been able to purchase nearly 28 grands worth of equipment

## Details of the Project

*Please list the details of your project*

The project is huge, but we are lucky to have parents on board

We have to build a big wall 20m by 15ft which has been built by ACP BUILDERS for free because their children attend the gym.

We have to level the floor then Carpet tile it so we can put our equipment over the carpet.

We need to glue these in place. Parents are helping with this.

We need to paint 300 sqm. Parents are helping with this.

Add a small kitchen/ first aid room, Selby Hands of Hope are assisting us with this.  
An area for gymnasts to leave their clothes and drinks.

The biggest job is the false ceiling  
This is 300sqm of plywood needed then insulation

## 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?*

We will be able to offer more children ages 2/3 to 25 the chance to be able to try gymnastics.

We have children from your CEF and all other's in Selby.

We are helping build confidence new skills and friendship

Also keeping children off the streets.

## Benefits

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

We provide a wonderful opportunity for children to be inspired, grow and develop, in a positive environment.

We provide low cost, and for those struggling free, classes.

We intend to make Selby Swans a first class training centre, encouraging children to be the best they can be.

## Project Approach / Delivery Options

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

We have been lucky to have the support of parents and local business. This has provided free materials, resources and volunteer time.

We always continue to seek donations, sponsorship and access funding available.

## 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.

We are up against time .

We need to be ready by the 6<sup>th</sup> January 2020, as we can't afford to pay two rents and have also given notice to Brayton High

## 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 –** Total cost with rent we think 20,000  
But we have been helped by so many companies that make it just products  
As we have the labour.
- **People –** Travis Perkins  
Selby community store  
Mkm  
ACP builders  
Fairfax plant hire  
And lots of parents  
Richard Vernon plumbing and heating

## 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.*

We have paid £12,500 so far  
Bought carpet tiles £500  
Screws £100  
Glue £300

We have £1800 in our bank account

And have been told Mrs Duckett has asked to help us to the value of £1000  
We need to buy lots of rollers etc for painting Paint donated.

Kitchen donated Selby Hands of Hope.

We are asking for help towards the cost of the false roof from the CEF.  
This is to make it warmer for the gymnast, safer if they are warm due to muscles etc.  
We are moving into new building

Needing lots doing we have paid 6 months rent upfront  
We have some companies offering workers for free

Travis Perkins donated the wood for the stud wall 20 m and 15 ft tall.

We have been donated the paint by Selby community shop.

## 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.*

Main risk work not done in time. This would be due down to cash.

We would have to delay opening.

## 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?*

We continue to work in partnership with the children, families, local businesses, community organisations and statutory bodies.