

<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>	Eastern CEF Holiday Activities
<b>Project Manager</b>	Lesley Senior
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	Bee-Able CIC



### **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.*

Bee-Able carried out a similar project within the Southern CEF area, it proved very successful. Feedback from the young people and parents has been very positive.

Bee-Able prides itself on being a unique service within the Selby District area. We provide a safe secure environment for children/young people to socialise with their peers, help them to build their confidence, independence and social skills. It also provides parents with the “time out” they might need.

We believe our project would provide a wonderful opportunity to promote the work of the CEF, bring a much needed range of activities to children / young people in the area, and meet a priority that the Eastern CEF Partnership Board are keen to address.

### **Details of the Project**

*Please list the details of your project*

The Eastern CEF area covers a large rural area, lots of small communities, the young people from each area could possibly go to the same schools but don't often get the opportunity to interact with each other during the school holidays.

By delivering the holiday activities in different locations over the Eastern CEF area it will hopefully give each young person the chance to attend more than one of the holiday activity days.

Also by using different venues throughout the area it will help promote local village halls and institutes, informing parents of what each village may have on offer for any individual needs they may have i.e. fundraising events/parties.

When we delivered the activity days within the Southern CEF area we found that a number of the young people attended all the activities on offer, and parents were happy to share lifts wherever possible.

Bee- Able have been providing a service in the Selby area from April 2013, the group has been very successful. Feedback from the young people and parents has been very positive. Bee-Able prides itself on being a unique service within the Selby area. We provide a safe secure environment for children/young people to socialise with their peers, help them to build their confidence, independence and social skills. It also provides parents with the "time out" they might need.

Currently a number of families' access our groups from this area but we want to provide support to many more young people their siblings and families within their local area, we encourage young people to access local inclusive provision's wherever possible.

Bee-Able is a community interest company that wants to provide an inclusive, equality based range of provisions within the Eastern CEF area.

Provide a safe and secure environment for the activities to take place, we would move around the Eastern CEF area as to include as many young people as possible, using local village halls and amenities suitable for that day's activities.

We often ask York City Knights to come along to a session, so we will always ensure that the venue will be suitable for this activity.

### **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 provide the holiday activities every Friday of every school holiday. During the year schools have 13 weeks holiday, we would however take into consideration Good Friday and the Christmas holidays, so would aim to provide a minimum of 11 days across the year.

Each day provided would be an exciting range of activities for children and young people to engage with.

We would ensure that each day was accessible to meet the needs of all children / young people with the adequate staffing levels required to ensure health and safety and all recommended guidelines were met.

### **Benefits**

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

Young people and their families will be able to access a very affordable days activity during each school holiday, a small cost of £5 per person will be charged this will be for a 5 hour session (explained in costing's below).

Also by using village halls throughout the Eastern CEF area this will give them some revenue and possible advertising.

## Project Approach / Delivery Options

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

We would source outside activity providers as well as our very own experienced staff, this will include, York City Knights, Mobile Cinema, Magic Show, Disco, we also have had some very successful sessions with the 4youth team who provided some very valuable bike maintenance road safety skills.

I would like also to provide very basic first aid skills, how to keep healthy/exercise, eye care - Selby District Vision provide fun interactive programmes for young people to understand the importance of this.

Internet and social media has become a problem/safety issue for some of our young people so I would like also to include some workshops around this.

## 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 will be looking at providing this project over a 12-month period hopefully starting in the Easter Holidays of 2018 with completion being February half term 2019.

Summer 2018 will be our biggest milestone I feel, delivering 6 sessions in succession.

We would plan the 11 sessions as soon as funding agreed and became available.

## 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 –

Hall Costs, based on 5hrs each session @ £15 per hour. (this is an average cost) £825.00

Staffing costs, 4 staff members @ £10 per hour each session. £2,200.00

York City Knights 4 full days with 2 coaches would be £1,000  
(this cost would be less for half days 1 coach)

Magic show is £250 for 2 hrs (use twice) £500

Cinema depending on film is £400. (use once) £400

**TOTAL £4925.00.**

**People** – We will be offering up to 30 places per session equalling 330 young people in total across the year.

## **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 would charge each young person £5 per session, totalling £150 per session so over 11 sessions that would be £1650.00. This would be deducted from the project total if application is successful.

Leaving project total at £3275.00 from Eastern CEF funding.

We will be offering 30 places per day with a cost of £5 per young person.

In total 330 young people at £5 per session = £1,650.00 over the 11 sessions.

If not all places taken this will reduce staffing cost, we work on a ratio 8 young people to 1 member of staff. (8 years old to 16 years old). If any of the young people have a disabilities/ vulnerability, then this will be assessed accordingly.

We will use a booking in system, so we know how many young people will be attending each session, also simple registration form so we are aware of any potential health conditions allergies etc.

## **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.*

I feel that one of our main risks could be not getting the young people to attend, but after delivering a similar provision within another CEF area I also feel that we have successfully resolved this risk.

Advertising through schools approximately 4 weeks prior to the activity ensures enough notice and generates the interest and numbers attending. We also have developed a clear booking system which makes it easy for parents and carers. In addition to maximise awareness we will utilise local news letters and in very remote villages a leaflet drop will be carried out.

## **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 are proposing a unique range of activities across the year for children and young people across the Eastern CEF area.

Our approach has been successfully tested and proven to be popular with our combination of themes, presentations, accessibility and the skills and attitudes of our paid staff and volunteers.

Through this project we will also be able to raise awareness of the Eastern CEF, other services provided by Bee Able and the support available through the Parent Power Project.