

Big Local Project Plan 2015 - 16

The Friends of Fishwick and St Matthew's (FOFS) has established a process for commissioning Big Local projects in Fishwick and St Matthew's wards.

FOFS are working with Preston City Council (PCC), as accountable body to administer the Big Local grants.

The accountable body (PCC) will be known as the Local Trusted Organisation (LTO) acting on behalf of the Local Trust <http://localtrust.org.uk/>

The projects considered for funding must address one or more of the 2015-16 priorities;

- *Green Space and Safe Play*
- *Training and Employment*
- *Financial Inclusion*
- *Social and Recreational Activities*
- *Image and Environment*

FOFS have approved the ideas in your expression of interest and are inviting you to complete the following Project Plan.

All projects in receipt of Big Local are required to provide the LTO with performance indicators and a financial profile.

The LTO will administer the payments quarterly in arrears in accordance with the project plan.

Any variance to the project must be agreed with FOFS Executive prior to submitting your quarterly claim to the LTO

Please complete and send to communityinvolvementteam@preston.gov.uk

Section 1: Project Information

Project Name:	Access to Work
Organisation:	Fishwick Rangers YDS
Project manager:	Fayyaz Ahmed
Address:	YMCA, Samuel Street, Preston, Lancashire, PR1 4YE
Telephone:	07966 525835
Email:	fayyazahmed@fishwickrangers.com
Website:	www.fishwickrangers.com

Priority theme:	Training and Employment
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Project Summary (max 100 words):
<p>To provide new opportunities to include a unique and diverse range of courses and training which will be available to people that has not previously been accessible to them.</p> <p>New development opportunities will be offered to local residents to help enhance job creation within the local area.</p> <p>We will work with local employers to help local people get local jobs.</p>

Section 2: Project Details

What does the project aim to achieve and how will the project make a direct contribution to the priority theme? (max 100 words)
<p>The project aims to remove barriers for the most deprived & vulnerable in society targeting the Fishwick & St Matthews ward.</p> <p>We will work very closely with the local work clubs within the local area as well as the employers to ensure that we provide local people with the best possible opportunities to get them in to work.</p> <p>The project will work closely in partnership with local providers such as - Preston College & Lancashire Adult Learning to help identify the gaps that exist within the local area.</p> <p>Opportunities will arise for disadvantaged people to enhance their skills and to take a more active role in their community.</p> <p>To provide volunteering opportunities to enhance the personal development and build the experience of local people</p>

What is your organisation's track record in delivering similar projects? (max 50 words)
<p>Fishwick Rangers YDS has been an established organisation for the last 12 years. We have a proven track-record of facilitating and delivering high quality services and projects for disadvantaged people. As a local voluntary organisation, we are able to be flexible and responsive to local need and on-going review of our activities with service users backs this up.</p> <p>We have successfully delivered various educational and diversionary training sessions, specifically designed to provide 'hard to reach' communities the necessary prerequisites, training, skill enhancement and development in order to enhance their employability.</p>

Please describe how the project will work with local residents and partners? (max 50 words)
<p>The organisation works very closely with local residents through the partnerships that it has with the local mosques, schools, community organisations (such as FOFS, Sahara etc), We also intend to work very closely with DWP - to build a partnership which will be beneficial for our beneficiaries.</p> <p>We will have day events such as coffee morning where residents can talk about needs.</p>

Has any match funding been identified or other funding streams been considered for sustainability? (max 50 words)

Yes. We have applied to ERDF to help compliment the work within this local area longer term

Can you demonstrate that the project provides value for money? (max 50 words)

Yes - we will be working in a partnership which will avoid duplication. We will be utilising skills of existing personnel as well as existing overheads being covered.

The project will ensure pure project deliverery

Section 3: Project Performance

Project Plan 2015 - 16

Milestones: these will provide you with a way to measure key achievements and let us know you are 'on track'

Period	Milestones
Quarter 1 Apr – June	
Quarter 2 July - Sept	Auditing Recruitment needs of 4 local employers
Quarter 3 Oct - Dec	Having 2 x learning events in the local community
Quarter 4 Jan - March	Partnership with DWP established

Outputs: these require you to forecast expected numbers of people, events, activities etc. and to say how you will evidence them

Target (<i>what</i>)	Timescale (<i>by when</i>)	Monitoring (<i>how</i>)
2 x Learning Events		Feedback/Record Keeping
30 people accessing IT training or other training (identified)		Monitoring Forms
25 people having gained interviews		Record Keeping
People from deprived areas are able to access good quality advice, support and information		Questionnaires/Monitoring Forms
People are happy with their initial contact		Questionnaires
People learn new skills through involvement in project and volunteering		Monitoring Forms (Pre & Post)

Outcomes: these ask you to demonstrate what has been achieved as a result of the project that wouldn't have happened otherwise

Target (<i>what</i>)	Timescale (<i>by when</i>)	Monitoring (<i>how</i>)
Local people securing jobs	Q4	
Influencing co-design of services with minimum of 1 local employer	Q3	
More people accessing training & skills development	Q4	

Section 4: Project finance

Breakdown of Proposed Expenditure 2015-16

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Salary		1880	1880	1880	5640
Promotional		380			380

Material					
Admin Support		570	570	570	1710
Overheads @ 10%		330	330	330	990
Equipment (Ipad & Laptop)		950			950
Facility Hire			360	105	465
Total		4110	3140	2885	10135

Section 5: Bank Details

Please provide the bank details of your organisation

Name on Account	Fishwick Rangers YDS
Bank / Building Society address	HSBC, Fishergate, Preston
Postcode	
Sort Code	40-37-25
Account Number	32641151

Please note we can only pay into organisational bank accounts with two or more unrelated signatories. We will not issue grants for individuals' accounts.

Please attach a recent bank statement and a copy of your governing documents (e.g. constitution, charitable registration, limited company etc.)

Is your organisation VAT registered? Yes No

We may need to see additional documentation. We will contact you if necessary but in the meantime please indicate whether you have any of the following:

Public Liability Insurance:
Employer Liability Insurance:
Safeguarding Policy and Procedures:

I confirm that the information contained in this project plan is true and accurate.

Project manager:

Signed: F.AHMED Date: 09/07/2015

Local Trusted Organisation:

Date Received:

Signed: _____ Date: _____

Office Use

Payments Schedule 2015-16

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
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Total					