

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:	Removing Barriers
Organisation:	Sahara in Preston -
Project manager:	Zafar Coupland
Address:	48 Fishwick Parade, Preston. PR1 XQ
Telephone:	01772702090
Email:	sahara.inpreston@btinternet.com
Website:	n/a

Priority theme:	Training and Employment
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Project Summary (max 100 words):

The Project is to provide creche facilities at Sahara, enabling women from the Fishwick and St Matthews with under school age children, to access the training and development opportunities at Sahara, which are focused on moving women with low skills levels towards the job market through a range of courses which can help women acquire employability skills
 Currently lack of creche facilities is a major barrier, which results in many women being excluded from developing themselves because they have no one to care for their children and therefore continue to be trapped in ignorance, unemployment and dependence on benefits.

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)

To give women, from the Fishwick and St Matthews area with under school age children, the opportunity to move towards the job market by accessing a wide range of employment focused course which will be run at Sahara between September 2015-Aug 2016. The courses will cater for a wide range of skill level including women who are starting from a level of having no relevant skills, to those who have some skills but need to develop these and gain confidence and those wanting to undertake higher level course such as Teaching Assistant training and Community Interpreters Training.

What is your organisation's track record in delivering similar projects? (max 50 words)

We have a long established, fully equipped crèche facilities and trained staff. The creche is registered with OFSTED and all staff are CRB cleared and hold NVQ Level 2/3 in Child Care. A care plan is developed for each child attending the creche and regular supervisory meetings are held with creche workers and the Centre Manager

Please describe how the project will work with local residents and partners? (max 50 words)

The creche provision will be restricted to women from Fishwick and St Matthews area, and will give women the opportunity for self improvement and empowerment, improving facilities for everyone in the area.
 We will be working with Surestart to provide parenting courses for which Surestart will provide creche.

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

Yes; Total cost of crèche is £14751. £4751 is being provided by a charitable foundation. We are seeking a grant of £10000 from FOFS to cover the Sept 2015-August 2016 period; based on crèche provision for 22 courses, for, approximately 2 hours per session over 30

weeks with each crèche worker being paid a living wage of £7.85 per hour. On average the Child/ staff ratio will be one worker to 3 children.

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

From past experience we know that by providing creche facilities, we remove a barrier to education, enabling women to obtain the skills needed to move closer to the job market and eventually obtain employment. Past learners from Sahara have secured work at Morrisons, The Range and within the Care Sector.

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	The Course Year begins in Sept 2015 and will end in August 2016, so the quarters on the Project Plan proforma do not match this period so the information below relates to the Quarters attached to academic year. Quarter 4; June- August 2016. Provision of creche facilities to enable 138 women to undertake job and health related training and development opportunities
Quarter 2 July - Sept	Quarter 1. Sept-Dec 2015 Provision of creche facilities to enable 139 women to undertake job and health related training and development opportunities

Quarter 3 Oct - Dec	Quarter 2. Jan-March 2016 Provision of creche facilities to enable 139 women to undertake job and health related training and development opportunities
Quarter 4 Jan - March	Quarter 3. April-June 2016 Provision of creche to enable 138 women to undertake job and health related training and development

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>)
30 women undertaking a class room assistant course	sept-aug	by student records and individual learning plans
10 women underaking an IT accredited functional skills course	sept-jul	a/a
10 women undertaking accredited functional skills English	sept-jul	a/a
10 women undertaking accredited functional skills maths	sept-jul	la/a
62 women joining the job club and developing employability skills and moving onto employment	sept-aug	a/a
10 women undertaking accredited English as a Second Language (ESOL) Pre Entry	sept-jul	a/a
10 women undertaking accredited ESOL Entry Level 1	sept-jul	a/a
22 women undertaking accredited ESOL Entry Level 2/3	sept-jul	a/a
10 women undertaking a Using Excel for Household Budgetting Course	sept-jul	a/a
12 women undertaking the accredited Community Interpreters Course	sept-aug	a/a

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>)
22 women obtaining a class room assistant post	by sept 2016	Learner records and information from learners
10 women achieving an english qualification which will help them compete in	by july 2016	Learner records and information from learners

the job market		
10 women achieving an IT qualification which will help them compete in the job market	by july 2016	Learner records and information from learners
10 women obtaining a maths qualification which will help them compete in the job market	by july 2016	Learner records and information from learners
10 women obtaining a basic english qualification which will enable them to progress to the Entry Level 1	by july 2016	Learner records and information from learners
10 women obtaining ESOL Entry Level 1 which will enable them to progress to Level 2/3	by july 2016	Learner records and information from learners
10 women obtaining ESOL Level 2/3 which will enable them to progress to English Functional Skills	by july 2016	Learner records and information from learners
62 women being able to search for jobs, complete application, compile CVs and attend for interview, understanding the responsibilities of an employee	by sept 2016,	Learner records and information from learners
62 women understanding the benefits of volunteering	by july 2016	Learner records and information from learners
12 women obtaining the Community Interpreters Course leading to employment with the NHS	by sept 2016	Learner records and information from learners

Section 4: Project finance

Breakdown of Proposed Expenditure 2015-16

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
creche provision	2500				
creche provision		2500			
creche provsion			2500		
creche provision				2500	

Total					10000

Section 5: Bank Details

Please provide the bank details of your organisation

Name on Account	Sahara Project (Preston) Ltd
Bank / Building Society address	Yorkshire Bank
Postcode	PR1 2EN
Sort Code	050674
Account Number	26123396

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: Zafar Coupland Date: 7/7/15

Local Trusted Organisation:

Date Received:

Signed: Zafar Couplandi Date: 7/7/15

Office Use

Payments Schedule 2015-16

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

Total					