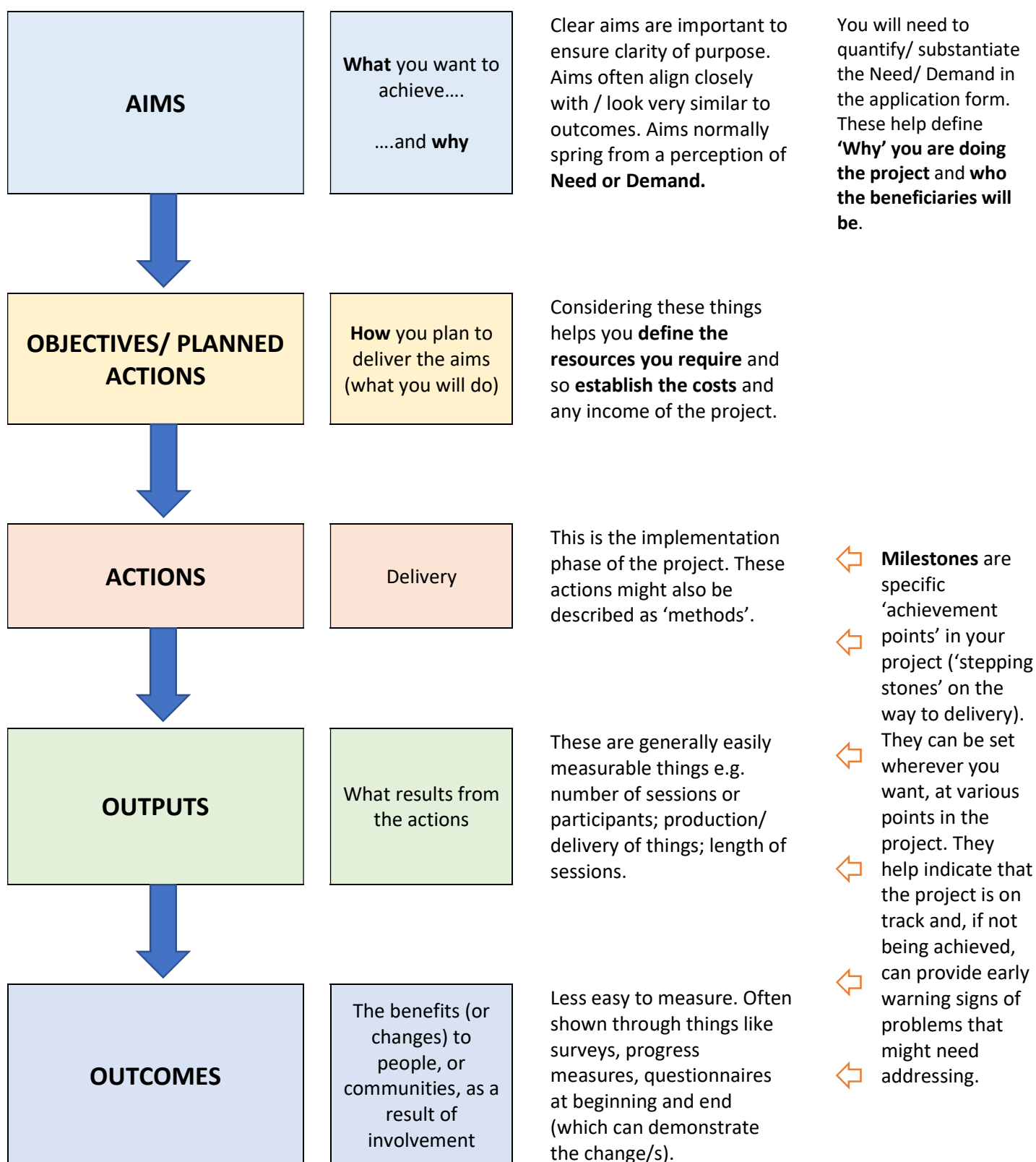


HOW TO DEVELOP A GOOD PROJECT

This is a simple diagrammatic guide that might help you in considering how to develop your project. In our experience these steps will help ensure a well thought-out project and help you to complete the sections of the application form.



MONITORING – is the **collection of data** at various points throughout the project.

EVALUATION – is the **assessment (judgement) of the data gathered** in the monitoring process.

AN EXAMPLE

Please note that this is just one 'good practice' example and we do not necessarily expect that all applicants will be able to replicate all this level of detail or that all projects will fit neatly into the type of process set out below. If you need some help, just contact us on the Enquiry line or by email and we will provide some support/ guidance.

Project description

- A programmes designed to improve the life chances and outcomes for 16 care leavers through a range of training and support.

Aims

- To improve the confidence of care leavers
- To improve the mental and emotional health of care leavers
- To deliver NVQ training that improves their employability.

Need and demand

- Various studies (*quote them*) have indicated that care leavers are less confident, suffering more mental and emotional health issues than the general population. This occurs as a result of...
- The unemployment rate amongst care leavers nationally is x% compared with y% of the general population
- We have a waiting list of care leavers (*details; numbers*) who want to access a variety of courses but have no funding to do so.

Objectives/ Planned actions

- We will run a programme of weekly sessions for 18 weeks that address self-esteem and build confidence
- We will provide 3 qualified counsellors who will be available for the care leavers, providing up to 6 individual appointments for each care leaver, to help address mental and emotional issues
- We will provide NVQ training sessions run by 2 qualified trainers on 3 subject areas, each leading to an NVQ level 2 award. (8 x 3 hour training sessions per subject).

Costs

- Will include: trainers fees; facility hire; equipment and materials; project administration staff/costs; NVQ fees
- We are including a request for 8% of the project costs as a contribution to our organisation's overheads (see attached sheet of organisation costs that exceed this 8% figure).

Actions

- Sign-up care leavers; recruit trainers; book facilities; run programmes etc. (*See Objectives/ Planned actions*).

Outputs (*what has been done/ delivered – easily measured*)

- 16 care leavers signed up and attending sessions (with average 75% attendance rate)
- 18 'weekly' confidence sessions held by December
- Number of passes at NVQ level 2
- Provision of 16 x 6 counselling opportunities.

Outcomes (*changes in feelings, behaviour or knowledge resulting from your project; benefits to people or communities*)

- By December, 80% of attendees will express that they feel more confidence than at the start of the programme
- By December, 50% of those attending 6 sessions of counselling will express improved feelings, as measured on CORE forms (emotional/ mental health assessment questionnaires)
- By March of following year, 50% will have had job interviews and 25% will be in employment.

Milestones

- Admin staff hired
- Sign-up of 16 care leavers by end March
- Recruitment of 2 trainers and 3 counsellors by end March
- Facilities all booked in April
- Programmes start June
- NVQ's assessed October
- Programmes complete December.

- ✧ -