

Project Brief	
<p>The Project Brief is the first thing to do. It should be completed before any 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>	
Project Name	Tadcrafters supporting the Tadcaster Festival of Light 2018
Project Manager	Susan Morgan
Document Author (if different from Project Manager)	Susan Morgan
Organisation Name	Tadcrafters Community Interest Company



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.

Tadcrafters CIC have been asked by the Tadcaster Events Management Project Team (TEMPT) to run workshops to make the smaller designs of the lanterns which were created last year ie. Cylindrical and pyramid shaped. Regular feedback is received and ideas shared during the TEMPT planning meetings, Tadcrafters monthly drop-in sessions and comments on the Facebook group/or email.

The lantern parade during the bridge opening celebrations was very positively received with a surprising number of participants and enthusiasm from a wide cross-section of the community. Evidence can be found in the form of posts on social media and it being a major topic of conversation at the time.

Details of the Project

Please list the details of your project

Tadcrafters aim to facilitate a number of workshops prior to the Festival of Light on the 18th February. Participants will be members of the community and community groups in the area who which to take part in the parade. The request for funding is to be able to supply the materials and equipment necessary to make in the region of 480 lanterns. Equipment and items left over will be utilised in future lantern parades and similar Tadcrafters activities within the community.

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?

Objective 1: Health and wellbeing:

Support and promote the development of wellbeing and support services for people in Tadcaster.

- Hold sessions to provide support, encouragement and motivation and promote a positive self-image for the town.
- Promote use of social media to encourage communication and support between participants

Objective 2: Education and Learning:

Support and promote opportunities for lifelong learning, including community education:

- Enable people to develop and learn new skills by sharing expertise and providing the equipment and materials to allow this.
- youth group leaders to enable participation in the project

Objective 3: Leisure and Culture:

We need to encourage people and equip them to start new activities and help existing activities:

- Provide the facilities and skills for people so that they can continue with at home or share in the wider community

Benefits

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

The main beneficiaries of the project will be the community of Tadcaster who will benefit by an improved sense of well-being from a more positive self-image like the one created at the similar event at the bridge opening ceremony in 2017. Taking part in the workshops and parade helps participants to:

- Reduce isolation
- Develop friendships
- Feel supported and valued
- Share experiences
- Encourage more volunteers within the community
- Recycle and reduce waste

Other beneficiaries of the project will be the shops and businesses in Tadcaster who will be able to capitalise on the increased footfall in to the town due to the publicity generated, and help develop a more cohesive community.

Project Approach / Delivery Options

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

Local Primary schools and community groups will be offered materials and support in addition to workshops to be held at Mano Farm or other community venues as appropriate.

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.

The purchase of some of materials etc. can take place as soon as confirmation is given of funding. Workshops can take place up until the day of the parade on 18th February 2018.

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**

180 pyramid lanterns		£621.00	
sticks (need cutting to size)	5	£40 inc Vat for 300 x 600mm	£200.00
wet strength	90 sheets	480 = £40	£80.00

tissue paper	white		
multi coloured tissue paper	1440 sheets A4		£15.00
pva glue	4x 5l	£12 each	£48.00
masking tape	36	£5 for 6	£30.00
wire	2	7.99	£16.00
cutters	3	£5	£15.00
scissors	block of 24 (inc LH)		£15.00
brushes	30		£17.00
LED lights	180	£8 for 6 (1.33)	£24.00
batteries	180x 3= 540	£7 for 24	£161.00
300 cylinder lanterns (schools and children's clubs)		£720.49	
Acetate	300 sheets	3.75 for 10	£37.50
A4 tissue paper	1440 sheets A4		£15.00
sticky backed plastic	recycled?		£0.00
double sided tape	5 rolls		£1.99
LED lights	300		£400.00
batteries	300x 3 = 900	£7 for 24	£266.00
storage		£290.00	
12 storage boxes and shelving			£240.00
5 long storage boxes sticks and wet strength tissue paper			£50.00
TOTAL			1631.49

Costs are based on prices of goods available on Amazon and the availability of donated/waste sticky backed plastic.

People

- All the workshops will be staffed by Tadcrafters volunteers lead by Tadcrafters CIC Directors (Su Morgan and Lynne Howard). Materials will also be stored and transported to venues by the directors.
- Any children involved in workshops will be supervised and the responsibility of the school, community group or parents as appropriate.

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.

From the total of £1631 **we are requesting funding of £1000 from the CEF.** Additional funds are secure. We still have some of the money allocated for lanterns in last year's Tour de Yorkshire bid where the lanterns were not eventually required. We also have some reserves from additional donations of funds and materials.

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.

The success of the lantern-making project is based on the level of community support and participation from individuals and groups in the community.

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?

Marketing and publicity for the workshops and parade will be required from all stakeholders in the Festival of Light project to ensure good community participation.