

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

*Which assembly is this project for?
Santa's Grotto and Christmas Trail*

*Project Title: Use this space to provide a short, but descriptive, title of your project.
We would like to build Santa's Grotto in an empty shop/space and organise a Christmas Trail for families.*

Delivery organisation & contact details:

Organisation	Forest Hill Traders Association
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Our aim is to create a fun family day out on the second weekend in December for the festive season. We will be combining our activities with the farmer's market, Hob's Crafts Fair, Open Studios in Havelock walk and Mary Portas's Pilot activities that weekend.

We would like to build Santa's Grotto in an empty shop/space (tbc) with the help of local film and theater prop makers. We also would like to hold Christmas Trail, which involves all local shops and the community.

We are hoping to encourage all locals to be aware what is happening in their town centre and have great fun day out!

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

*Town Centre regeneration and revitalization
Growing community facilities within the ward*

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Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

Forest Hill Traders Association members, local residents

We would like to use/share a space where Portas's Pilot activities are held.

We would like to get information on legal liabilities we need to consider for the event.

We will involve local prop makers and get in touch with Travis Perkins in Forest hill to donate/discount materials in building the Grotto.

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Santa and his outfit		300	
Materials		500	
Designing leaflets, banners and posters		250	
Signage and prints		350	
Decoration and Clues		300	
Total Project Expenditure			£1700
Income			
Assembly Fund requirement			
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Gifts at Santa's Grotto		By the traders	500
Total Project Income			£2200

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SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

Forest Hill Traders will be running the event and we will all put our time and effort to deliver this project.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Ayshin Demirci		
Serge Sumerling		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Getting all artwork	Ayshin Demirci	22.10.2012
Printing	Serge Sumerling	05.11.2012
Distribution of All Literature	FHTA	19.11.2012
Getting Materials	FHTA	30.11.2012
Building the Grotto	FHTA/Prop Makers	06.12.2012

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

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Building local community and bringing people to their high street!

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

We would like to use indoor space. We are in talks with Mary's Portas's organisers to see if we can share a space.

There are a number of locations we are looking at, namely the pools, outside the station and at the gallery space of Canvas and Cream*

**There would have to be a risk assessment carried out for the station location, with traffic being a major consideration...volunteers wearing high vis jackets and concentrating on pedestrian safety would help address this issue*

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

We would love to achieve family weekend during the festive seasons. We are hoping a great success due our previous experiences.