Forest Hill 2012/13 Assembly Fund Project Form

SECTION A: Overview

Which assembly is this project for?
Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.
Access Forest Hill

Delivery organisation & contact details:

Organisation	Voluntary Care Centre
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

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

Access Forest Hill: Our objective would be to operate a transport service using private cars driven by volunteers for social trips, shopping, access to groups and community activities for residents of Forest Hill The project would also provide volunteer escorts as/where appropriate e.g. individuals who need support with shopping, a steadying arm and/or support for confidence building.

We are aware that in order to grow community facilities within the ward and for them to be a success, then people need to be able to access community services. We will therefore provide the essential transport link for people who would otherwise find it difficult to attend and make use of local resources on their doorstep.

Our friendly driving volunteers would ensure that the service users are safely escorted from their front door to the car and from the car to the venue etc. Drivers will either wait for service users or return at an agreed time for the return journey. When additional support is needed a volunteer escort will also be provided to give a helping hand with shopping etc. The project would operate an agreed journey contribution scheme, paid by either the referrer or the service user directly according to circumstances (as our current successful scheme). The current rate is 45p per mile to cover volunteer petrol expenses.

We would work with and support established, growing and new clubs/groups working with the elderly and vulnerable adults in Forest Hill. We would also provide transport for medical appointments to health centres e.g. Jenner Health Centre, plus shopping trips to the high street and Sainsbury's and other appropriate destinations.

We aim to tailor a service that complements current Lewisham statutory service and community and/or voluntary transport schemes. We would deliver our direct service to individuals who match the project criteria. We would provide the Service for the elderly; people with physical disabilities and individuals who have become isolated.
The project would build a local focus to our current service and add a totally new dimension by the provision of volunteer escorts.

Achievements – Access Forest Hill would mobilise residents enabling access to and improved attendance/participation at groups and community activities, plus enabling more social interaction and community engagement.

This initiative would help to reduce isolation, build confidence and help to sustain health and wellbeing for the elderly and vulnerable individuals.

The project will promote:
- Inclusion and Access
- Engaging and Growing Communities
- Independence
- Wellbeing
- Healthier life styles

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

Growing community facilities within the ward – *enabling access & inclusion*

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, and 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.

As an essential part of the project delivery, we will consult with potential service users and community local leaders in the design and provision of the service (this involvement will continue throughout the life of the initiative).

We will work in partnership with local organisations to facilitate services for older people and the socially isolated in Forest Hill, utilising and bringing together and enhancing resources already available in the area.

The project will aim to use volunteers who live in and around Forest Hill to promote local

Forest Hill 2012/13 Assembly Fund Project Form

community involvement, promote awareness of neighbourhood needs and help in the facilitation of community engagement and creating cohesive communities.

Local involvement for the project development will include:

- Meetings with key members/community leaders
- Meetings with relevant organisations and groups in the locality
- Questionnaires/evaluations
- Telephone interviews as/where appropriate.
- Service user forum

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	
Volunteer recruitment and expenses (excluding petrol expenses)	300.00
Volunteer petrol expenses	2,100.00
Core & revenue costs	1,800.00
Publicity and publicity materials	200.00
Total Project Expenditure	**£4,400.00**

Income		
Assembly Fund requirement		2,000.00
Fundraising quiz night		300.00
Passenger/or referring agency petrol contributions		2,100.00
Other funding (please specify)	Applied for	Confirmed	
Total Project Income		**£4,400.00**

SECTION D: Project Delivery

Forest Hill 2012/13 Assembly Fund Project Form

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.

1. Project Delivery:

Establishing the project- Our project will draw upon current resources within the Forest Hill and the borough, bringing together organisations through utilising their individual strengths with the end result of providing integrated transport service to meet the needs of older and vulnerable people in Forest Hill.

Project Coordinating- The VCC Coordinator (with the support of office volunteers and overseen by the Centre Manager) will be responsible for researching and communicating with referring groups and service users etc. the coordinator will ensure that the voices of older people are heard, so that service users' needs are correctly identified, and together we can tailor our project to meet the needs.

Publicity- We will draw on the skills and expertise of the staff team and volunteers to ensure that the project is publicised widely in Forest Hill and through different local media including:
- Local websites
- Newsletters/press
- Community venues
- Local churches
- Clubs and groups
- Shops and supermarkets

2. Volunteers:

Recruitment- The Voluntary Care Centre will work with VL and across our current projects to help recruit volunteer drivers and escorts, we will as use local websites and newsletters/press, We will also promote the opportunities in local community venues and churches etc.

Training and Coordinating volunteers -The VCC coordinator will facilitate the training and coordination of volunteer drivers and escorts for the service. The project will use volunteers to help support our service provision, so providing a cost effective/value for money, and sustainable activities.

The Voluntary Care Centre has the Investing in Volunteers Award (IiV), which is a nationally recognised quality assurance standard in working with volunteers.

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

Name	Contact Number	Email address
Evelyn Brady Centre Manager		
Stephen Oldfield Project Coordinator		
Sarah Thompson Volunteer Coordinator		

Key stages in delivering the project

Forest Hill 2012/13 Assembly Fund Project Form

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
Setting up stage 1: • Communicating with/researching current groups/clubs etc. and identifying new clubs, groups/refers • Identify potential service users • Publicising the service and volunteering opportunities	Stephen Oldfield Project Coordinator	November 2012 - February 2013
Stage 2: • Volunteer Recruitment and Training • Setting up database for monitoring information and collating statistics.	Sarah Thompson & Stephen Oldfield Volunteer/project Coordinators	November 2012 – on going Throughout project
Stage 3 Fully Operational: Research resource and secure further funding for continuing Access Forest Hill project for 2013-14	Stephen Oldfield	May 2013
Stage 4 Project Evaluations		April 2013 December 2013

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?

Our project will impact on older people and people with disabilities and clubs/groups and local service providers by:
• Increased independence for older and people with disabilities
• Reduction in isolation.

- Increase in socialisation.
- Increased access and participation in/to community activities and facilities
- Increase in wellbeing through social and community interaction and activity
- Increased access to health care professionals will reduce health inequalities.

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?

Risks 1
Unable to recruit enough volunteers to fully expand the service to anticipated level
Minimising the risk: Promote volunteering opportunities further through emailing Lewisham based charities and/or working in partnership with other volunteering organisations as appropriate.

Risk 2
Engaging hard to reach groups e.g. Ethnic minority groups, particularly groups who do not speak English, people literacy problems, visual impairments and possible cultural and religious principles that can potentially create barriers.
Minimising the risk: Staff receive diversity training. Ensure that all publicity and information text is in 'Arial' and that it is checked for "Plain English" where appropriate translated materials. Use telephone interviews or face-to-face interviews to engage hard to reach groups.

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 will be able to measure the project's success both in terms of quality and quantity by monitoring data and feedback including:

- Recruitment and training of a minimum of 8 Access Forest Hill volunteers and maintaining this level of volunteers
- Increasing our service users in Forest Hill by a minimum of 20% (we currently support approximately 70 Forest Hill residents)
- Increased access to and participation at current and newly identified Forest Hill clubs groups and activities and facilities.
- Increased journeys/trips booked by Forest Hill residents by 20% (we currently deliver approximately 50 trips per month in Forest Hill)
- Positive feedback from service users and service providers through both word of mouth and questionnaires/evaluations.
- Securing further funding and interest for the future of the project and or extending/developing the service.