

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.

THELITTLEGREENSCREEN: POPUP CINEMA IN FOREST HILL

Delivery organisation & contact details:

Organisation	THELITTLEGREENSCREEN
Contact person	ERIKA SAGER
Telephone	020 8291 6992 / 07984852869
Address	19 Frobisher Court, Sydenham Rise London, SE23 3XH
Email address	erika@thelittlegreenscreen.org

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SECTION B: Project Description

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

THELITTLEGREENSCREEN would like to hold 6 adult popup cinema events in Forest Hill in 2013. The programme will include a mix of documentary and feature films and the events will be held in different locations around the ward between February and November.

The project will provide residents with a leisure activity in their local community, will strengthen the development of Forest Hill as a cultural destination, will help generate platforms for audiences in line with the Creative Industries Strategy for Lewisham and will support the aims of the Portas Pilot bid and SEE3 by creating exciting and dynamic social events for ward residents.

Moreover, as Lewisham is one of only two boroughs in London without a cinema, it will provide residents with a cinema experience without the need for them to travel outside of the borough.

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

The project addresses three of the four assembly priorities directly, and the remaining priority indirectly.

It will help to revitalise the town centre by encouraging people to explore their local community. It will also assist in the development of facilities within the ward, in part by increasing public awareness of these facilities, and in part by encouraging facility stakeholders to expand the current uses of their facilities. Finally, with an exciting range of documentary and feature films, there will be something for everyone.

In addition to addressing these priorities directly, encouraging people to stay within the ward and walk to local events reduces traffic on the roads, thereby helping to improve and safeguard our local environment.

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.

THELITTLEGREENSCREEN will provide the equipment, projectionist and

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expertise; we also have local volunteers who have assisted on the day at previous events. Where appropriate, guest speakers and local artists from duelling banjo duos to wandering magicians will be included in the events. The project will also require the assistance of facility owners/stakeholders and retailers throughout the ward to provide the venues.

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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			
Filmbank Distributor Deposit			£150.00
Temporary Event Notices (£21.00 x 6)			£126.00
Dogwoof Documentary Licences			£200.00
Filmbank Feature Licences			£300.00
Programming, Equipment & Insurance (£200.00 x 6)			£1200.00
Total Project Expenditure			£1976.00
Income			
Assembly Fund requirement			£1976.00
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Total Project Income			£1976.00

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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.

As the founder of THELITTLEGREENSCREEN, Erika Sager will be running and primarily responsible for the project. However, I will be able to acquire invaluable advice and assistance from the Sydenham Film Club and Free Film Festivals, a not-for-profit community group that supports the Peckham & Nunhead Free Film Festival and the New Cross & Deptford Free Film Festival.

Holding cinema events like this involves a great deal of work behind the scene, including applying for the Temporary Event Notices, organising volunteers, entertainment and guest speakers, creating flyers and press releases, generating local publicity, maintaining mailing lists, website development, communicating with distributors, transporting equipment, setting up and breaking down the cinema on the day and creating and analysing feedback forms for continued improvement.

Having already held three very successful popup cinema events, THELITTLEGREENSCREEN would like to use this project to help develop a list of venues and possible participants and volunteers in order to establish the FOREST HILL FREE FILM FESTIVAL in 2014.

Project Management Team

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

Name	Contact Number	Email address
ERIKA SAGER	020 8291 6992 / 07984852869	erika@thelittlegreen screen.org

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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
Identify venues	Erika Sager	November 2012
Programme development	Erika Sager	December 2012
Finalise entertainment & speakers	Erika Sager	January 2013
First popup cinema	Erika Sager	February 2013
Website development	Erika Sager	On going
Create flyers & paperless flyers	Erika Sager	On going
Write & send press releases	Erika Sager	On going
Final popup cinema	Erika Sager	November 2013
Feedback & final report	Erika Sager	November 2013

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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?

THELITTLEGREENSCREEN is all about being social and having fun in your local community. The project will have a positive impact not only on those who attend and participate in the events, but on local business owners as well for it will encourage people to discover what is available to them right on their doorstep.

Each event will have a local connection (from cupcakes to animated shorts), enabling small business owners, artist and performers the opportunity to promote their services.

Moreover, all of the events held by THELITTLEGREENSCREEN to date have been held in accessible venues; whenever possible, this will continue to ensure the inclusivity of this project.

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?

Electrical equipment will be invigilated by volunteers once set-up and cables will be secured. As a rule, back-up equipment is on-site in the unlikely event of equipment failure.

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.

The project will be a success if attendees, participants and volunteers enjoy the events, if they meet new people in their community, and if it fosters a greater awareness of the facilities available to them in their local community.

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Success will be monitored on the basis of feedback from the attendees, participants and volunteers involved in the cinema events via an online survey.

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THE SECTION BELOW IS FOR COMPLETION BY THE LOCAL ASSEMBLY COORDINATOR IN CONJUNCTION WITH THE COORDINATING GROUP

Outline process for the assembly's agreement of the project (e.g. public vote):

Information on how the project will be commissioned and the appropriate procurement route:

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IMPORTANT INFORMATION FOR ORGANISATIONS

The deadline for submitting this application is 5pm Friday 14 September 2012

If an organisation is successful in receiving Assembly Funding, there a number of requirements that will need to be fulfilled, as follows:

- Projects are subject to formal approval by the Executive Director for Community Services
- The organisation will be sent 'Terms of Agreement' papers once approval has been given. Payment will only be made once this and required supplementary documents are returned.
- Organisations must have a bank account for payment to be made into. If an organisation does not have a bank account, then another organisation may act as banker on their behalf.
- In accepting funding you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project.
- Organisations will be required to provide the following documentation (where relevant):
 - Constitution, Terms of Reference or governing document;
 - Public liability insurance;
 - Health & Safety policy;
 - Equal Opportunities policy;
 - Risk assessment (s);
 - evidence of CRB checks (*for projects working or volunteering with children or vulnerable adults*)
- Organisations will be required to provide monitoring information on completion of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
- The project may be requested to return to a future assembly meeting to provide feedback on the delivery of the project.

Should an organisation have any concerns or questions about the above requirements they should contact the Local Assemblies team for more information.

More information on the Assembly Fund, including full guidance, is available from the Local Assemblies Team.

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