

[Saffron Walden Youth Partnership Commissioning Pro Forma

Name of Project: WRITER'S ROOM Spring/Summer 2022

Organisation: Creative Walden CIC

Voluntary / Not for Profit / Profit Making / Charity / Statutory / Faith Based / Other

Overview of Organisation

Creative Walden Community Interest Company is a not for profit organisation based at Fairycroft House and in the community to engage people of all ages in media and the arts.

Tel Number – 07890 566663

Address. 37 Audley Road Saffron Walden. Essex CB10 3 HD

Payable to Creative Walden CIC.

Bank Details: Santander. Acc. 22118709. Sort code: 09-0129

Named Contact for project – Paul Bellany

Tel Number – 07890 566 663. Email – paul@creativewalden.co.uk

Supporting Documents

Constitution - To follow

Insurance - To follow

Safeguarding Policy - To follow

DBS checks – P Bellany : 001574153791

R Mason : 000900093388

L Dorrington: 001610887024

A Bromell: 001759794545

About the Project

Various writing projects with allocated time and space for the students to develop their own ideas and projects. These may include: Imaginative short stories, Song writing, Plays, Poems and Script writing. The sessions will be split into an early and late group to accommodate the demand. With the recent imposition of Lockdown restrictions, we see how our group has become even more important to the young people who attend. They see it as a place to escape into their imaginations and whilst we wouldn't advertise ourselves as a support group, we have increasingly fulfilled that role, signposting for mental health issues.

Where - Fairycroft House

When – 22 Weeks from September– December 2022

Duration / Number of Sessions - 16

Target Group – *Young writers, those interested in expressing themselves in written form.*

Cost to young people - None

How will you recruit? **Word of mouth, via other Creative Walden projects, via contacts within local Schools, Leaflets and online – targeting local parents’ forums.**

How many young people will you work with? – up to 24

Outcomes

The course will focus on expressing creativity and building confidence. The young people will be encouraged to recite their work which may be filmed and appear online. We will produce a book of their writing at the end of these sessions.

Monitoring / Evaluation

Sessional evaluation form measuring outcomes against aims

Record of attendance

Pay roll information

Reporting accidents / incidents

Health and Safety checks

Partners

Fairycroft House

Costs

Sessional Costs Breakdown

3 members of staff

Session Leader 3 hrs @ £14= £42

Session Assistant 3 hrs @ £12 = £36

Session Assistant 3 hrs @ £12 = £36

Fairycroft House Room hire 3 hours @ 15 = £45

Project Costs

16 Weeks - 3x hours per week room rental (Session and prep) Fairycroft House - £720

Author presentation - £100

Administration costs - £200

Book publishing - £740

STAFFING

Main co-ordinator – 16 Weeks - 3x hours per week £672

Assistant co-ordinator - 16 Weeks - 3x hours per week - £576

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Total Project Cost - £3,584