

# [Saffron Walden Youth Partnership Commissioning Pro Forma

**Name of Project:** WRITER'S ROOM Winter/Spring 2024

**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, dealing with and signposting for mental health issues.

**Where - Fairycroft House**

**When – 20 Weeks from September– March 2024**

**Duration / Number of Sessions - 20**

**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.*

## **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

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Fairycroft House Room hire 3 hours @ 17 = £51

### **Project Costs**

20 Weeks - 3x hours per week room rental Fairycroft House - £1020

Administration costs - £200

## **STAFFING**

Main co-ordinator – 20 Weeks - 3x hours per week £840

Assistant co-ordinator - 20 Weeks - 3x hours per week - £720

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**Total Project Cost - £3,500**