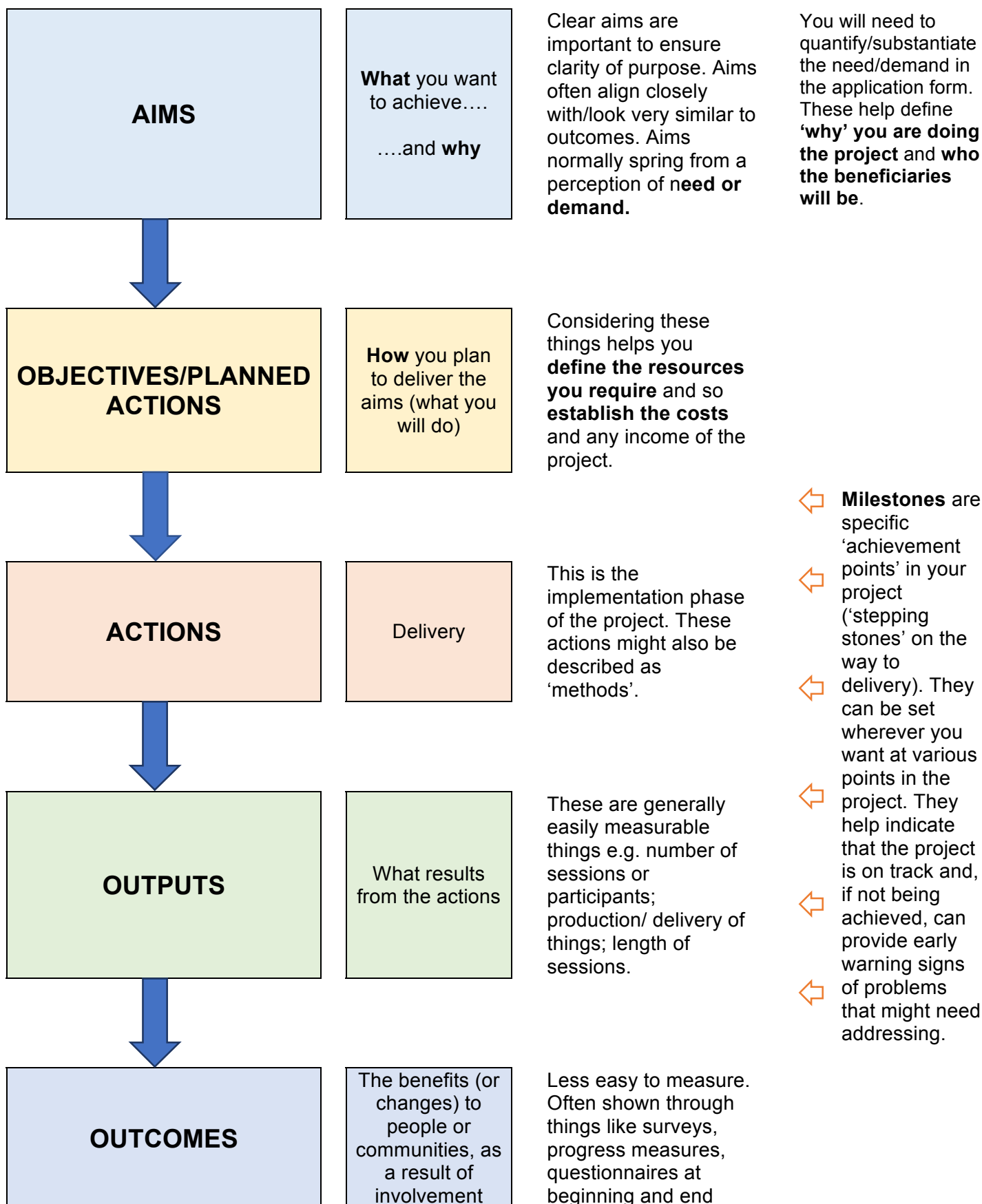
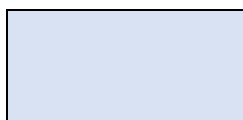
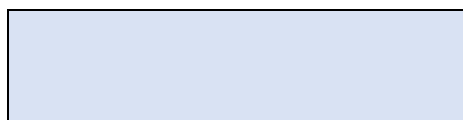


## HOW TO DEVELOP A GOOD PROJECT

Based on their extensive experience our Grants Enquiries team have prepared this diagram with the aim of helping you develop a well thought-out project. These steps can also prove useful in filling out your application form.





(which can demonstrate the change/s).

**MONITORING** – is the **collection of data** at various points throughout the project.

**EVALUATION** – is the **assessment of the data gathered** in the monitoring process.

### AN EXAMPLE

Please note that this is just one ‘good practice’ example and we do not necessarily expect that all applicants will be able to replicate all this level of detail or that all projects will fit neatly into the type of process set out below. If you need some help, just [contact us](#) on the enquiry line or by email and we can provide support and guidance.

#### Project description

- A programme designed to improve the life chances and outcomes for 16 care leavers through a range of training and support.

#### Aims

- To improve the confidence of care leavers
- To improve the mental and emotional health of care leavers
- To deliver NVQ training that improves their employability

#### Need and demand

- Various studies (*quote them*) have indicated that care leavers are less confident, suffering more mental and emotional health issues than the general population. This occurs as a result of....
- The unemployment rate amongst care leavers nationally is x% compared with y% of the general population
- We have a waiting list of care leavers (*details; numbers*) who want to access a variety of courses but have no funding to do so

#### Objectives/planned actions

- We will run a programme of weekly sessions for 18 weeks that address self-esteem and build confidence
- We will provide 3 qualified counsellors who will be available for the care leavers, providing up to 6 individual appointments for each care leaver, to help address mental and emotional issues
- We will provide NVQ training sessions run by 2 qualified trainers in 3 subject areas, each leading to an NVQ level 2 award (8 x 3 hour training sessions per subject)

#### Costs

- Will include: trainers fees; facility hire; equipment and materials; administration and staff costs; NVQ (exam) fees
- We are including a request for 8% of the project costs as a contribution to our organisation’s overheads (see [this guide](#) of organisation costs that exceed this 8% figure)

#### Actions

- Sign up care leavers; recruit trainers; book facilities; run programmes, etc. (*See Objectives/planned actions above*)

#### Outputs (*what has been done/delivered – easily measured*)

- 16 care leavers signed up and attending sessions (with average 75% attendance rate)
- 18 weekly confidence sessions held by December
- Number of passes at NVQ level 2
- Provision of 16 x 6 counselling opportunities

#### Outcomes (*changes in feelings, behaviour or knowledge resulting from your project; benefits to people or communities*)

- By December, 80% of attendees will express that they feel more confidence than at the start of the programme
- By December, 50% of those attending 6 sessions of counselling will express improved feelings, as measured on CORE forms (emotional/mental health assessment questionnaires)
- By March of following year, 50% will have had job interviews and 25% will be in employment

**Milestones**

- Admin staff hired
- Sign-up of 16 care leavers by end March
- Recruitment of 2 trainers and 3 counsellors by end March
- Facilities all booked in April
- Programmes start June
- NVQs assessed October
- Programmes complete December