



North Ayrshire
Community Planning Partnership

Irvine Locality Partnership

Monday 15 January 2024, 6.00 p.m. via Microsoft Teams.

BUSINESS

Item	Subject	Pg No	Ref	Officer	Ask of the Partnership
1.	Welcome, Apologies and Declarations of Interest.	-	-	Cllr Macaulay	
DECISION REQUIRED					6.05 – 6.40 pm
2.	Community Investment Fund The Locality Partnership are asked to consider two Community Investment Fund Applications. Full Application <ul style="list-style-type: none">Local Priority Development WorkerMicah Project	Pg 3 Pg 16	Enclosed	Elaine Baxter	LP to consider two CIF Applications.
LOCAL MATTERS – TACKLING INEQUALITIES					6.40 – 6.55 pm
3.	Irvine Long Term Plan for Towns The Locality Partnership will receive an update from Louise Kirk.	-	Verbal	Louise Kirk/Claire Fitzsimmons	Receive update, discuss and consider partnership opportunities.
AOCB					6.55 – 7.00 pm
4.	AOCB	-		Cllr Macaulay	LP to use this time to raise/discuss matters linking to the Locality, the LP priorities and tackling inequalities.

Distribution List

Elected Members

Councillor Shaun Macaulay **(Chair)**
Councillor Marie Burns
Councillor Robert Foster
Councillor Scott Gallacher
Councillor Christina Larsen
Councillor Nairn McDonald
Councillor Matthew McLean
Councillor Louise McPhater
Councillor Chloe Robertson
Councillor Angela Stephen

Community Representative

Marjory Dickie
David Dunlop, Irvine Community Council
Donna Fitzpatrick
David Phillips
Sally MacIntyre
Irene McIlwain
Annie Small **(Vice Chair)**
Abbie Stevenston
Ian Wallace

CPP/Council Representatives

Elaine Baxter, Locality Officer
Paul Blackwood, Senior Lead Officer
David Cameron, Police Scotland
Barbara Conner, TSI
Lesley Forsyth, Lead Officer
Paul Timmons, Scottish Fire & Rescue

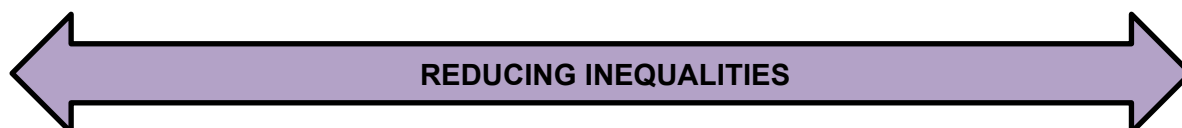
Irvine Locality Partnership Priorities

**Supporting
Skills and
Work
Opportunities**

**Enhancing our
Mental Health
and Wellbeing**

**Alleviating
Poverty**

**Championing
Green Health
and the Natural
Environment**





Community Investment Fund Application Form: Irvine Locality

The CIF will support proposals and projects that:

- Connect with:
 - The North Ayrshire Fair for All Inequalities Strategy;
 - the Community Planning Partnership and Locality priorities; and
 - North Ayrshire Council's values, priorities and business objectives.
- Fulfil a compelling need and do not duplicate existing services or facilities;
- Provide long-term, sustainable, positive results for the greatest number of people possible;
- Exhibit project and/or organisational innovation in their approaches to their work in their way of addressing community challenges and in their request to Locality Partnerships and the Council;
- Come from (an) organisation(s) that is financially viable (can provide financial statements upon request) and efficiently and effectively managed. This can include an organisation to be created to deliver the project;
- Include options or potential for NAC and CPP employee engagement and volunteering where possible; and
- Include measurable outcomes and can report to NAC on outcomes on a regular basis.

When to apply and how?

- LPs should continue to engage with their communities, and stimulate interest in the CIF. The Locality Partnership will then strategically assess the applications, make links and look at the funding 'in the round'.
- If the partnership supports a bid then the group will be encouraged to submit a full application form, which they will decide upon before making a proposal to Cabinet for final approval.
- The finalised proposal will go to the next suitable Cabinet for final approval.

- Forms should be returned to your Locality Co-ordinator, by email if possible:

Elaine Baxter
Irvine Locality Coordinator
Economy and Communities
Community Development Team
Redburn Community Centre
Dickson Drive
Irvine
KA12 9EW

Email: ebaxter@north-ayrshire.gov.uk
Tel: 01294 313593
Mob: 07814418453

Support and information will be available for groups who are not successful. For more information see the guidance form here: <http://www.northayrshire.community/wp-content/uploads/sites/60/2018/06/community-investment-fund-guidance-notes-17-12-17.pdf>

APPLICATION FOR FINANCIAL ASSISTANCE

Community Investment Fund

1. Details of your organisation

Name of Organisation: Irvine Locality Partnership

Postal Address for

Correspondence:

Name of Contact Person: Elaine Baxter

Position in Organisation: Locality Officer

Contact Telephone Number :

E mail address

2. Brief description of your organisation

Please include -

[a] Legal status, e.g. voluntary organisation, public/private limited by shares or guarantee;

[b] How long has organisation been in existence?

[c] Aims & objectives;

[d] General activities or services provided;

Irvine Locality Partnership provides support to communities of the Irvine Locality. Helping residents and communities to come together to tackle and address areas of identified need addressing inequalities and produce a locality action plan against our identified locality priorities that include:

Supporting skills for Work Opportunities

Enhancing our Mental Health and Wellbeing

Alleviating Poverty

Championing Green Health and Open Spaces.

Our locality partnership is made up of 10 elected members and 10 community representatives who work together to tackle the issues identified. The partnership meets four times per year and work collectively to ensure the appropriate partner is identified and relevant to help achieve outcomes for the locality partnership plans.

3. Title and summary of proposal

Tell us a bit about your idea. Please describe in as much detail as possible, what the funding will be used for. Please include where it will be held / delivered, who is your target audience, who will benefit from it and how and indicate any partners that are involved.

Please include -

[a] *What outcomes your organisation wishes to achieve;*

[b] *Is this a new service / project?*

[c] *Does a new organisation need to be set up?*

A series of community engagements events have taken place across the Irvine Locality which are known as Irvine Community Chit Chats. Our chit chats have explored with communities the identified priorities of the Irvine Locality Partnership and have collated the ideas from the community chit chats to form a locality action plan.

This funding will allow the partnership to employ a community development worker to support the locality partnership and the locality officer to achieve the work of the locality action plan.

Some of the actions under each priority has been identified and this employment will help the locality to support the ideas of the communities of Irvine to help tackle real issues which is affecting them or could enhance their communities.

The locality officer will be responsible for postholder and will carry out all HR requirements within the CLD team and will be directed by the work of the Locality Partnership.

4. What difference will this project make within the locality and to local services and programmes?

Please include -

[a] *How you will approach reducing inequality*

[b] *How this proposal fits with Irvine's priorities of:*

1. *Supporting Skills and work opportunities*
2. *Enhancing our mental health and wellbeing*
3. *Alleviating poverty*
4. *Championing Green Health and the Natural Environment*

The provision of a community development worker will help drive forward the Irvine Locality Action plan. Working in partnership with a range of partners to identify and address actions and achievements of the locality action plan.

Please see attached Irvine Locality Action Plan that the community development worker will be working towards addressing.

5. Please give an overview of the engagement that has taken place in relation to the project

Please include the number of people that have been engaged with/ consulted

We have engaged with our communities through a series of chit chats that taken place sed in 6 neighbourhoods across the Irvine locality and conduct these 4 times per year from 2018 – 2023. Community chit chats have identified over 50 project ideas and some have been supported to help address the locality priorities.

These projects includes:

Fullarton River Walkway – Green Gym
Dickson Drive – Community garden, MUGA development and outdoor playing equipment.
Bourtreehill Park Development
Bourtreehill Community Garden
Irvine Directory for Volunteering Opportunities
Irvine Community Directory
Irvine Locality Community Newsletter (Chit Chat Magazine)
Drybridge Pathway
Dreghorn Skills Hub – The Mount
Signage – Whats on digital screens and outside notice boards for Community Centres
Increased Activities for over 50's
Actions detailed in the Poverty Action Plan attached.

The post holder will work with local groups to develop Community Investment Fund applications, external funding applications and stimulate growth and development of support for these priorities.

No new organisation requires to be set up as NAC will take responsibility for the employment of the Community Development Worker.

To support the Locality Partnership and Locality Officer to tackle the issues of the Locality, as outline in the LP Priorities.

To identify and support social/community assets.

To identify and assist partners/community groups to develop additional CIF proposals in line with Locality Priorities and Action Plan.

To identify and lever in (with support) additional funds to support CIF and other local projects.

To build on existing, and develop new networks, to encourage participation by experience, engaging on a one to one basis with community members to build individual and community confidence to explore sharing of experiences.

Liaise with other partners, including the wider council, to ensure that goals are met and delivered within agreed timeframes.

Continue to work in partnership with Community groups throughout the Irvine Locality and identifying gaps in service.

6. Please tell us how the project will be managed

Please include -

[a] *How the finances will be managed*

[b] *Does the proposed project contribute to volunteering or employment opportunities in Irvine?*

Please include the number of volunteering opportunities and employment opportunities

[c] *If there are any staff requirements, please outline your HR plans*

[d] *Is there evidence of partnership working in relation to the project within Irvine locality?*

The postholder will be responsible to the Irvine Locality Partnership and their work will be directed to meet the partnership needs by the Locality Officer. The Locality Officer will carry out all HR requirements with the locality priorities development worker.

The postholder will be responsible for developing with support from the LP and community an Irvine Volunteering Directory of opportunities that are available within the Irvine Locality and will work collaboratively with education, local community groups, the third sector and TACT.

Evidence of partnership working is from our community chat engagements that we carried out in the Irvine locality engaging with local residents about and gathering their views on our new locality priorities and they identified areas of need that the locality partnership could support and collectively drive forward to better the support or amenities in their local community. Some of these projects are mentioned above and the dedicated time of a community development worker will support the Locality Partnership to work with local community groups and third sector organisations to support the work in the local community addressing the inequalities and agreeing actions who will lead on actions identified. This will include supporting CIF funding applications and leveraging in external funding as match funding to support the projects.

7. Amount of funding being requested

Please supply details of the amount of funding being requested and any **other** funding you have had over the past 5 years, both financially and 'in kind'.

Amount of funding requested:	£99,648.00
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Please include detail on -

[a] Breakdown of costs if available;

[b] Recent quotations where appropriate

Year 1 costs = £48,609

Year 2 costs = £51,039

Total for 2 year contract = £99,648.00

8. Monitoring and evaluation process

Please include detail on –

[a] What monitoring and evaluation processes are planned/ in place

NAC monitoring/evaluation processes will be used throughout to measure progress. Locality Partnership will also be asked to help evaluate the effectiveness of the post against their Locality Priorities. Updates will be given at LP meetings ensuring role is being fulfilled appropriately.

IRVINE LOCALITY


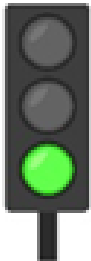
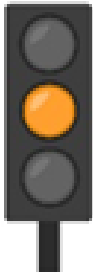
CHIT CHAT

ACTION PLAN

2023/24

Worker	Chloe Smith
Officer:	Elaine Baxter
Locality Priorities:	<ul style="list-style-type: none">• Supporting Skills and Work Opportunities• Enhancing our Mental Health & Wellbeing• Alleviating Poverty• Championing Green• Heath and the Natural Environment

Green In progress and on target		Amber In progress and behind target		Red Off target	
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Area of work	Traffic Light Score	LPP Priority	Lead Partner	Progress
Castlepark and Redburn Antisocial Behaviour Joint partnership with youth workers and community policing officers to carry out joint patrols in the area. Irvine Locality Team.		Enhancing mental health and wellbeing	Elaine Walker – CLD Omar – Police Scotland	Elaine Walker community development worker who oversees youth work within the Irvine Locality will engage with Omar from Police Scotland to develop youth engagement in the area. These patrols will tie into the youth group which will be held in Redburn community centre.
Food Poverty Community Larder Need for a community larder as residents from Castlepark & Redburn are struggling to return from choices with bags of shopping – need for local access to food.		Alleviating poverty	Elaine Walker - CDW	Elaine Walker Community Development Worker who supports the group will link in with Elaine Wright - Fair Food Development Worker, linking in with the Friends of Redburn Group to look at a potential community fridge/ emergency food supply for out of hours and weekends.
Money & Debt advice Need information as to what services are available. Fuel Poverty Awareness of help available		Alleviating Poverty	TACT Elaine Wright – Fairer Food Development Worker Laura Houston-CHAP	INFORM North Ayrshire TACT have produced first edition of inform North Ayrshire and have collated information and advice from a number of organisations, charities and community groups able to provide a range of services to assist those in need of a helping hand. Also, to look at emergency referral agencies for foodbank provision and share information of satellite foodbank hubs. CHAP have submitted a Community Investment Fund expression of interest application. CHAP aim to put money, housing and debt support in place for people in the Irvine area.

Access to emergency foodbank provision,



Alleviating poverty

Elaine Wright –
Fairer Food
Development
Worker

Elaine Wright will look at emergency referral agencies for foodbank provision and share information of satellite foodbank hubs.

Emergency foodbank parcels
– provision of 3 family, 2 couples and 2 single parcels will be available from Redburn.

Elaine Wright – the list of foodbank parcel vouchers will be updated with the correct information and will be displayed in community centres and services across the Irvine locality.

Elaine Wright – provided an update to the locality network meeting to show how they can access the google map for information in relation to accessing foodbank and larders across North Ayrshire.

Access information in relation to support around money advice, energy support and local activities of what is on in local community.



Enhancing mental health
and wellbeing

Alleviating
poverty

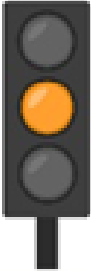


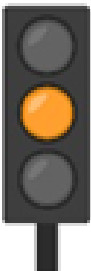
Chloe Smith– CDW


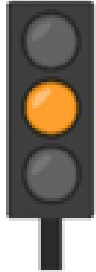
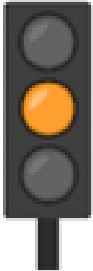

Organisations and services can update TACT by contacting them and TAC will amend live document on website.

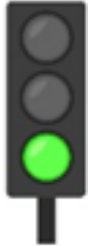


Link to be shared on CPP website – Locality Officer / Jennifer McGhee.

Community Notice Boards

Chit Chat Newsletter – Chloe working with Claire Grey– Wilson to establish a writing group to create newsletter.

<p>Bourtreehill, Broomlands & Girdle Toll</p> <p>Transport</p> <p>-Access to transport in evening is limited.</p>		<p>Enhancing our Mental Health & Wellbeing</p> <p>Alleviating Poverty</p>	<p>Chloe Smith- CDW</p>	<p>Chloe to research previous and existing bus routes for the Bourtreehill, Broomlands & Girdle Toll area. Carry out transport consultation in the community.</p>
<p>Digital Support</p> <p>-Need for digital training in evening as classes on currently available during the day.</p>		<p>Supporting Skills and Work Opportunities</p>	<p>Euan Lees -CDW</p>	<p>Euan is liaising with Input who are in the process of recruiting a new digital worker for the Irvine area. Input hope their new digital worker will deliver digital training classes. These classes can be delivered in the evening in the Bourtreehill area.</p>
<p>Neighbourhood Notice Boards</p>		<p>Supporting Skills and Work Opportunities</p> <p>Enhancing our Mental Health & Wellbeing</p>	<p>Euan Lees - CDW</p> <p>Chloe Smith -CDW</p>	<p>Euan is consulting with community associations on getting neighbourhood notice boards outside the centres.</p> <p>Drybridge community association already have their community notice board outside the centre and is using it regularly.</p> <p>Chloe will provide information on helpline services and larder information.</p>
<p>Loneliness & Isolation</p> <p>-What is on in each of the local community centres?</p> <p>-With Age Concern now inactive what activities are on for elderly.</p>		<p>Enhancing our Mental Health & Wellbeing</p> <p>Alleviating Poverty</p>	<p>Chloe Smith- CDW</p>	<p>BABCA are running lunches for over 50s.</p> <p>INFORM North Ayrshire TACT have produced first edition of inform North Ayrshire and have collated information and advice from a number of organisations, charities and community groups able to provide a range of services to assist those in need of a helping hand.</p>

<p>Fullarton Chit Chat</p> <p>Poverty -What's available</p>		<p>Alleviating Poverty</p>	<p>TACT</p>	<p>INFORM North Ayrshire TACT have produced first edition of inform North Ayrshire and have collated information and advice from a number of organisations, charities and community groups able to provide a range of services to assist those in need of a helping hand.</p>
<p>Transport -Limited access to choices community larder</p>		<p>Enhancing our Mental Health & Wellbeing</p>	<p>Chloe Smith - CDW</p>	<p>Chloe to research previous and existing bus routes for the Fullarton area. Carry out transport consultation in the community.</p>
<p>Money & Debt advice. Need information as to what services are available.</p> <p>Fuel Poverty Awareness of help available</p>		<p>Alleviating Poverty</p>	<p>CHAP – Laura Houston</p>	<p>CHAP have submitted a Community Investment Fund expression of interest application. CHAP aim to put money, housing and debt support in place for people in the Irvine area.</p>
<p>Springside,Dreghorn & Drybridge</p> <p>Food Growing initiatives</p>		<p>Championing Green Heath and the Natural Environment</p> <p>Enhancing our Mental Health & Wellbeing</p>	<p>Chloe Smith - CDW</p> <p>David Meechan - TCV</p>	<p>Chloe has been in contact with David Meechan from the conservation volunteers to develop a growing initiative within the grounds of Springside community centre. David has previously consulted with the community regarding green spaces and growing within the area.</p>

<p>Lack of green spaces</p>		<p>Championing Green Heath and the Natural Environment</p>	<p>Chloe Smith - CDW</p> <p>David Meechan - TCV</p>	<p>Identifying green spaces within the areas through the use of consultation previously carried out by TCV at the Springside matters community event.</p>
<p>Social Isolation - A need for more elderly groups within the area.</p> <p>-Many people within Drybridge are restricted to going walks within the area due to the lack of paths especially to Irvine.</p>		<p>Enhancing our Mental Health & Wellbeing</p>	<p>Euan Lees - CDW</p>	<p>Euan has worked with Drybridge HMA who have been holding a village consultation with the residents regarding the path on the advice of Kate Cuthbert. They have collated about 40 responses so far. They are going to run it for another month, to try and get more feedback, tis will close in March. There is also an electronic consultation. The plan is to go around the houses, engage with some local businesses in the industrial area, and also liaise with Dundonald community council to discuss if the path would also provide better linkage for the villagers of Dundonald to walk to the industrial areas</p>
<p>Volunteer burnout</p> <p>-Lack of volunteers for provisions such as ladders, community associations.</p>		<p>Supporting Skills and Work Opportunities</p> <p>Enhancing our Mental Health & Wellbeing</p>	<p>Chloe Smith - CDW</p> <p>TACT</p>	<p>Develop volunteer drive throughout the locality - working with TACT. Support community volunteers with training through leadership collective.</p> <p>Promote volunteer opportunities through social media drive.</p>



The CIF will support proposals and projects that:

- The North Ayrshire Fair for All Strategy, with consideration for how applications contribute to community support for the cost-of-living crisis;
- The Community Planning Partnership and Locality priorities;
- North Ayrshire Council's values, priorities and business objectives;
- The Community Wealth Building and Environmental Sustainability and Climate Change Strategies;

And will also:

- Fulfil a compelling need and not duplicate existing services or facilities;
- Provide long-term, sustainable, positive results for the greatest number of people possible;
- Exhibit project and/or organisational innovation in their approaches to their work in their way of addressing community challenges and in their request to Locality Partnerships and the Council;
- Come from (an) organisation(s) that is financially viable (can provide financial statements upon request) and efficiently and effectively managed. This can include an organisation to be created to deliver the project;
- Include options or potential for NAC and CPP employee engagement and volunteering where possible; and
- Include measurable outcomes and can report to NAC on outcomes on a regular basis.

When to apply and how?

- LPs should continue to engage with their communities, and stimulate interest in the CIF. The Locality Partnership will then strategically assess the applications, make links and look at the funding 'in the round'.
- If the partnership supports a bid then the group will be encouraged to submit a full application form (attached), which they will decide upon before making a proposal to Cabinet for final approval.
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- Forms should be returned to your Locality Officer, by email if possible:

Elaine Baxter
Locality Officer (Irvine Locality)

North Ayrshire Council
Base: Redburn Community Centre, Dickson Drive, Irvine, KA12 9EW
Email: ebaxter@north-ayrshire.gov.uk

For more information see the guidance form here: <http://www.northayrshire.community/wp-content/uploads/sites/60/2018/06/community-investment-fund-guidance-notes-17-12-17.pdf>



1. Details of your organisation

Name of Organisation
The Micah Project

Postal Address for Correspondence

Name of Contact Person **Helen Hogg**

Position in Organisation **Trustee**

Telephone Number

Email Address

2. Brief description of your organisation

Please include its legal status, aims and objectives, activities or services provided and how long it has been in existence.

The Micah Project started as a response to the 2020 pandemic supporting families in need by matching up what people had and no longer needed with what people needed and didn't have.

The proverb "it takes a village to raise a child" inspired the idea that by involving the community we can decrease unwanted and unnecessary items going to landfill and support struggling families with simple solutions like clothes, food therefore helping them to feel valued and seen.

The Micah Project became a SCIO in November 2022 and continues to lead several wellbeing initiatives aimed at supporting families and helping to restore dignity, reduce stigma and decrease waste. These include running the New 2U community clothes closet, distributing food surplus and facilitating wellbeing workshops such as sewing and cooking. Our Christmas project in 2022 saw us distribute 568 bags of preloved and new clothing to families throughout Ayrshire.



We have a 40+ strong team of volunteers that sort, store and organise the physical donations that come into the project.

We are based out of 2 local church halls in Troon who have generously provided free accommodation for an initial 2 years but we are rapidly out growing both premises, taking in around 1200 bin bag sized donations across the year and require areas to sort and store all our items.

There are no restrictions on who can access the services we provide and we encourage people to get involved in the giving and the taking both physically by volunteering or by donating clothes, toys etc. This fosters ownership, alleviates poverty and enhances wellbeing both for the individual and the family.

3. Title and summary of proposal

Tell us about your idea. Please describe in as much detail as possible, what the funding will be used for.

Please include:

- where it will be held / delivered
- who is your target audience
- who will benefit from it and how
- any partners that are involved.

VAC PACK & N2U Irvine FUNDING

Whilst our main base will remain in Troon, this project will be carried out in the Irvine locality. We aim to provide a storage base, coordinator, and drivers to ensure that we can be effective throughout this project.

Our project aims to address two crucial aspects of child development—material need and mental wellbeing. We understand that children's early years are critical for their overall growth and development. Unfortunately, a significant number of families face financial difficulties that impede their ability to provide

basic necessities for their children, including adequate clothing and resources that support the development of their mental health.

In its simplest form we would provide a wellbeing package for the ages of each vaccination stage - 3-6 months, 9-12months, 2-3years and 3-4years.

Our target audience are families with under 5 year olds of which we estimate there are about 22,000 in the Irvine area. By providing a small pack of clothes and age-appropriate toys, books, and resources that will promote early childhood development at each of their vaccinations we will also have the opportunity to signpost parents to more support, educate on the value and sustainability of preloved clothing and destigmatise need by making them available to all families.

We will be working closely with Community Development staff from North Ayrshire Council and partnering with GP practices but most of our work will be alongside the health visitors and vaccination team. We aim to begin with one practice where we have already carried out a very successful pilot with newborns only and build up steadily across the Irvine practices as well as partnering and working alongside local organisations and groups, ensuring our general 'New 2U' clothing closet is more accessible to the communities and people they work with within the Irvine area by providing more drop off and pick up points locally. This has been trialled using some of the Irvine Community Centres and has been very successful with a number of people requesting clothes through our discreet online ordering service

4. What difference will this project make within the locality and to local services and programmes?

Please include:

- The outcomes you aim to achieve
- How you will approach reducing inequality
- How this proposal fits with the Locality Partnership priorities of:
 1. Supporting Skills & Work Opportunities
 2. Enhancing our Mental Health & Wellbeing

3. Alleviating Poverty

4. Championing Green Health & the Natural Environment

Our outcomes:

- Helping families alleviate poverty, reducing financial stress by receiving and using preloved clothes
- Supporting families to redirect income from buying clothes to other essential bills, energy, nutritious food
- Educating parents on the importance for our environmental footprint to use preloved clothes and toys
- Reduce stigma and need for families by using what is already available in a way that show them love and dignity
- Use sustainable fashion practices as a means to promote well-being, self-esteem, and a positive sense of community

The Micah Project values equality by removing criteria barriers requiring families to prove that they are in receipt of benefits. We encourage use of preloved items by everyone, reducing stigma and encourages a dignified and valued person-centred approach.

We also aim to work with families who make known to us or partner agencies that they are struggling by signposting and partnering with local organisations that deal with mental health and wellbeing, energy provision, extra living support or debt management.

5. What engagement has taken place in relation to the project?

Please include the number of people who have been engaged with or consulted as well as the range of people.

As this is an entirely new project we don't have a lot of evidence at this stage but we are building on a very small pilot that we run through Frew Terrace GP Surgery in Irvine.

Dr Newton (GP with special interest in CAMHS) based at Arrol Park Resource Centre and Darvel Medical Centre is also in support of our application and in discussion with the child immunisation team in North Ayrshire to work out the practicalities for delivery in the Irvine area.

We do know from our work with Irvine Royal Academy, Crossing Together in Bourtreehill, Friends of Redburn and the Dundonald Crescent Estate Resident Association that the work we are involved in is very well received and verbal feedback would evidence that it does reduce financial stress on families. This is why we believe there is scope and we have the ability to expand the project and enable more families to be aware of the help available.

6. How will the project be managed?

Please include:

- How the finances will be managed
- Does the proposed project contribute to volunteering or employment opportunities in Three Towns? Please include the number of volunteering opportunities and employment opportunities
- If there are any staff requirements, please outline your HR plans

Project Management:

We will establish a project management team which will include the new coordinator, existing and new members from our volunteer team and the charity trustees. The coordinator will be in regular communication with the team and Board of Trustees to ensure effective collaboration throughout the team and oversee the Project.

This team will meet regularly and the Co-ordinator will provide regular monitoring and progress reports to the them – this will highlight progress as well as identify any unmet needs.

Financial Management:

Using the budget detailed in this application the coordinator will ensure that all expenditure is tracked and accounted for, ensuring that any spending aligns with the approved budget by regularly reviewing and updating it as needed, with approval from relevant stakeholders.

Contributions to Volunteering and Employment Opportunities:

We will be highlighting available volunteering opportunities throughout the project and having active conversations and engagement opportunities to encourage local volunteers to participate. These will include people who travel into Irvine for work as well as residents.

Staffing and HR Plans:

We would be seeking to appoint a Vac Pack – New2U Coordinator who will oversee volunteers.

HR policies and procedures will be provided to govern staff and volunteer conduct, performance evaluation, and conflict resolution.

There will also be a clear chain of command and reporting structure within the project team.

7. Amount of funding being requested

Please supply details of funding being requested and any other funding you have had over the past 5 years, both financially and “in kind”.

Amount of funding requested (£) **£50,000**

Please give a breakdown of cost and recent quotations where appropriate.

Part time NEW2U / Vac Pack Coordinator –
20 hours per week , total cost over 2 years - £32,400
Purchase of Bags: 3000 = £2,200
Storage 150ft, 2 X £44 per week - £4,600 (total across 2 years)
Delivery costs: £450 per month - £10800

8. Monitoring and evaluation process

Please include detail on the monitoring and evaluation processes planned or in place.

As detailed earlier, monitoring and evaluation of the project will be ongoing and reports produced on a regular basis to show any progress or areas identified as needing more work.

We will collect feedback and comments from families and individuals receiving the packs as well as partner agencies using the following methods including, feedback forms, face to face interviews, impact statements, case studies and evaluation questionnaires.