

## Assembly Fund 2016/17: Project Proposal Form



Amount of funding requested:

£1,500

Which **assembly** is this project for:

Forest Hill Assembly

Project title:

Parenting Workshops

### SECTION A: Your organisation

*Contact details:*

**Organisation** The Parents' Network: South East London

**Contact person** Diana Hawk

**Telephone** 07513023732

**Address** 167 Dartmouth Road, LONDON SE26 4RQ

**Email address** dianahawk@gmail.com

*If the organisation delivering the project is different from the organisation administering the funding, please provide details below:*

**Delivery Organisation**

**Contact person**

**Telephone**

**Address**

**Email address**

### SECTION B: The Project

**1. Assembly priority that the project addresses** (the Assembly Priorities and Action Plan are available from the Assembly Coordinator):

*Community events and publicity- This project will deliver four community events aimed at enhancing the experience of local families. We will advertise our events through our current mailing list and other local channels including Children's Centres, Schools and Cafes.*

**2. Please provide a brief description of the project:**

We are a new community group made up of local parents committed to enabling parents to gain expertise in childhood behaviour and other relevant topics to improve confidence in parenting.

We are requesting funding to invite external speakers/experts for a series of four talks/ workshops open to Forest Hill parents. The community events will take place in the Forest Hill Library or V22 Louise House.

The talks will focus on topics that would appeal to parents including: sleep tips, mindfulness, fussy eating and a specific workshop aimed exclusively at dads. They will be free for parents to attend.

**3. Please detail the specific activities you will undertake** (for example a youth forum will be set up and meet four times a year in different parts of the ward):

**Four sessions will run throughout the year on Wednesday evenings, to allow working parents to attend.**

1. **Sleeping tips:** A professional sleep consultant will run a two hour workshop to help parents understand best practice techniques for helping children sleep and problem solve on common struggles.

2. **Mindfulness for parents:** A mindfulness expert will run a two hour workshop covering:

How mindfulness can help us bring more awareness;

Simple mindfulness practices to improve our ability to listen, communicate and regulate our emotions as parents;

How self-compassion can help us when we feel that we aren't living up to our own or other's standards; and

Practical ways in which we can use mindfulness to nurture ourselves as well as our children.

3. **Fussy eaters:** A professional nutritionist will run a two hour workshop on childhood nutrition, focusing on techniques to help deal with fussy eaters.

4. **For Dads:** A workshop exploring fatherhood for local dads focused on fathers' impact on children, co-parenting and supporting the other parent.

**Number of beneficiaries: ~60**

**4. Please describe the impact that the project will have on other people within the ward. (Will the project help a particular community or particularly impact on, for example, disabled people, children or older people?):**

This will have a positive impact on local families, particularly parents who are struggling with parenting and in need of support. Sometimes parenting support is difficult to access. Attendees will benefit hugely from hearing from experts and meeting other local mums and dads in the area. As a result local families will thrive. Our group is diverse, with members including grandparents, single parents, LGBT mums and dads.

**5. When will the activity take place:**

**Start Date:**

*(Please note it could take up to 8 weeks after the assembly meeting for the decision on funding to be confirmed).*

November 2016

**End Date:**

*(Please note that the project must be completed by the end of **November 2017**).*

June 2017

**6. Locations where the activities will take place:**

Louise House/Forest Hill Library

**7. How will you work with others to deliver the project?** (For example will your project involve local residents, Council officers or other partners? Use this space to tell us how they will be involved during the different phases of the project):

Our committee is made up of local residents who will continue to work on this project. We have also undertaken a survey of fifty local parents to scope what workshops would be popular. We will work with the Forest Hill Community Library group who have already confirmed interest in working together and other external organisations who will help deliver our workshops.

**8. Outline the key risks associated with the project and how you will minimise their impact.** (If you are planning an outdoor event, for example, what would happen if it rained?):

Too little interest- We will be sure to advertise in local online groups and in the local area with plenty of notice. We will also ask for RSVPs.

Too much interest- We will seek out a bigger room, monitor RSVPs and keep a waiting list

Lack of diversity in attendees - We will be sure to advertise in Children's Centres and use open and accessible language.

Controversial speakers- We will be sure to vet speakers and content in advance to make sure the content is evidence based, helpful and non judgemental.

**9. How will we know if the project has been a success?** *(Use this space to outline what evaluation you will undertake to measure whether the project has achieved the desired impact.):*

We would like a minimum of 15 attendees for each event. We will also undertake feedback slips and would like positive feedback on the event immediately following. We will also run a survey a few months afterwards to see how attendees have applied the learning from the workshops. We would hope as a result that this would also result in more committee members and an active parents' group.

## **SECTION C: Budget**

**How much will the project cost?** If you are unable to provide precise information please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same.

### Expenditure

**375 x 4 speaker fees**

**Total Project Expenditure £ 1500**

### Income

Assembly Fund requirement £ 1500  
 Other Council funding (please specify) 0  
 Other income (please specify) 0

Other funding (please specify) Applied for 0 Confirmed 0

**Total Project Income £1500**

### **DECLARATION**

*I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Lewisham Council of any changes in the organisation's contact details or circumstances that would affect this application or the use of any grant relating to it.*

Signed: \_\_\_\_\_ Diana Hawk \_\_\_\_\_  
 on behalf of the organisation

Name in block capitals: Diana Hawk \_\_\_\_\_

Position in the Organisation: Chair \_\_\_\_\_

Date: \_\_\_\_\_ 08 Sept 2016 \_\_\_\_\_

## **IMPORTANT INFORMATION FOR PROPOSALS**

**The deadline for submitting this form is ... Friday 9 September 2016**

Funding awarded by the Assembly is subject to formal approval by the Executive Director for Community Services or Mayor and Cabinet depending on the value of the award.

If funding is approved, organisations will be sent a confirmation letter outlining the terms of the funding agreement. Payment will only be made once this and any required supplementary documents are returned. Where an organisation has not been previously funded, or the value of the project is over £5,000, payment will be made in two instalments: one initial payment followed by a second final payment on completion of the project and the return of satisfactory monitoring information.

You may be required to provide copies of the following documentation:

- Constitution, terms of reference or governing document
- Public liability insurance certificate
- Health and safety policy
- Equal opportunities policy
- Risk assessment(s)
- Evidence of Disclosure and Barring Service (DBS) checks (previously CRB checks) (*for projects working or volunteering with children or vulnerable adults*)

Funded organisations must ensure that:

1. A bank account is in operation into which payment can be made.
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. All projects are completed by November 2017.
5. A completed monitoring form with appropriate information is provided at the end of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
6. All financial evidence, including receipts, is kept for at least two years after submission of monitoring information.
7. The project organiser is available to return to a future assembly meeting to provide feedback on the delivery of the project, if requested.

Should an organisation have any concerns or questions about the above requirements they should contact their Assembly Co-ordinator:

**Web:** [www.lewisham.gov.uk/localassemblies](http://www.lewisham.gov.uk/localassemblies)  
**Tel:** 020 8314 8208  
**Email:** [maya.onyett@lewisham.gov.uk](mailto:maya.onyett@lewisham.gov.uk)  
**Address:** Cultural & Community Development Service, 2<sup>nd</sup> floor Laurence House,  
 1 Catford Road, SE6 4RU