

Your Heritage Project Plan – Worked example 1

The following example is indicative only of the type of detail we are looking for; make sure that your project plan *reflects your project* and delivers what *your organisation* wants to achieve.



Project title: Community wildlife

Project cost: £65,000

Grant request: £48,000

Aims of project

Through a partnership between a Local Authority and a local Wildlife Trust over two years, our aims are to:

1. raise public awareness of the heritage value of four recently declared Local Nature Reserves (LNR)
2. promote the good management of these reserves
3. maximise the opportunities for local communities to participate in the management and long-term development of the reserves
4. deliver a programme of targeted activities and events
5. evaluate our project.

Detailed Project Plan

What? Describe the individual activities you will do to meet your project aims. (This includes any physical/ capital work.)	When? Give the dates the activity will start and finish.	Where? Tell us where the activity will take place.	Who will carry out the activity? Tell us who will be responsible for carrying out the activity.	Who is the activity for? Tell us who the activity is aimed at.	What will you achieve? Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
Advertise and appoint full-time project officer	Yr 1: Jan-Feb	Project office Advertised in: specialist nature conservation publications; local press and partner organisations' websites	Project manager	N/A	Individual with experience of engaging community volunteers appointed following recruitment exercise based on equal opportunities

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Advertise project and encourage participation	Ongoing from Yr 1: Jan	Project office	Project manager, staff from Wildlife Trust and Council and project officer	Local members of public, especially those not currently engaged in nature conservation.	New project pages created on Council and Wildlife Trust web sites; 1000 copies of leaflet produced and distributed to Council offices, libraries, doctors' surgeries and community centres; minimum of 6 press releases to be written at key points in life of project
Set up and service project Steering Group	Yr 1: Feb	Project office	Project manager and project officer	Members of partner organisations, representative from Volunteer Centre, local teacher, volunteers	Representative takes part in successful recruitment of project officer. 6 meetings held; all members of the Group feel ownership of the project and proud of its successes.
Evaluate project	Ongoing, beginning in Apr of Yr 1	Project office and on site	Project officer	Sample of everyone involved in project.	Minimum of 4 project diaries completed by key staff and volunteers documenting impacts of project on sites and individuals involved Accurate numerical records of volunteers and participants recorded for HLF and partner organisations Minimum of 30 one-page questionnaires completed by project participants LBAP targets monitored
Organise 32 practical conservation days	Yr 1: Jun-Sept Yr 2: Apr-Aug	Two per year at each LNR	Project officer with staff from Wildlife Trust and Council's Parks & Countryside team	Local members of public interested in hands-on 'taster' days	Areas cleared, new fencing erected, accessible paths and decking laid, benches sited, new hedging and wildflower plugs planted and nesting boxes erected as appropriate to each site.
Establish a volunteer group at each site	Ongoing, beginning in Apr of Yr 1	Advertised in: local Volunteer Centre, newsletters, press release, local secondary school Conservation work on site at LNRs	Project officer	Volunteers with an interest in natural history; some with experience of engaging the public; including	Minimum of 16 adult volunteers recruited able to give a minimum of 32 days to the project; 20 young people recruited to give a minimum of 10 whole days

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Deliver training programme to volunteers	Ongoing as appropriate	On site at LNRs	Project officer with staff from Wildlife Trust and Council's Parks & Countryside team	Volunteers	Minimum of 3 training sessions delivered, one targeted at young people, including health and safety issues.
Research, design and install interpretation board at each site	Yrs 1 & 2; Oct-Apr	Project office and Wildlife Trust office	Project officer, Wildlife Trust education staff and volunteers	General public visiting the sites	4 accessible interpretation panels produced to a high quality specification documenting the heritage value of the sites and how they relate to delivery of Local Biodiversity Action Plan targets
Research, produce and exhibit travelling exhibition	Ongoing, beginning in Apr of Yr 1	Project office, 3 local libraries, 1 museum and 2 shopping centres	Project officer, Wildlife Trust education team, contacts in host institutions	General population visiting host venues	Robust, easy to mount, accessible exhibition displayed in 6 venues for 4 weeks each; new volunteers recruited as a result.
Organise and deliver guided walks	Yr 1: June, Sept Yr 2: Apr, Aug, Oct	At LNRs	Project officer and volunteers	General population, especially targeting local elderly people nervous about walking alone	8 walks (2 at each site) advertised in local press, library, museum, doctors' surgeries and via Age Concern and attracting minimum of 80 people.
Organise and deliver school visits	Yr 2: Spring term	At LNRs	Project manager Wildlife Trust education team, teachers and volunteers	4 [named] primary schools closest to LNRs; Key Stage 2 classes	4 visits (1 to each site) tailored to teachers' needs and based on National Curriculum, engaging 120 children in fun and creative activities.
Research and distribute education pack	Yr 2: June-Sept	Local primary schools	Project officer Wildlife Trust education team, teacher	KS2 Primary school pupils and teachers	Education pack, tailored to teachers' needs, based on National Curriculum and incorporating learning from school visits activity, delivered to school and resulting in independent visits by teachers to sites.

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Deliver management plans	Yr 2	Project office	Project officer with staff from Wildlife Trust, Council's Parks & Countryside team, and volunteers	Volunteers, staff from Wildlife Trust, Council's Parks & Countryside team and general public	4 management plans, 1 specific to each site, produced in Plain English. 30 copies for each site to be distributed to volunteers, Wildlife Trust and Council staff and public libraries.

Your Heritage Project Plan – Worked example 2

The following example is indicative only of the type of detail we are looking for; make sure that your project plan *reflects your project* and delivers what *your organisation* wants to achieve.



Project title: Chinese oral history project

Project cost: £54,800

Grant request: £42,000

Aims of project:

The aims of the project over two years are to:

1. document the heritage of the Chinese community in the Borough for inclusion in public archives
2. reduce the isolation felt by members of the elderly Chinese population in the Borough
3. encourage young people to take an active part in Chinese community activity.

Detailed Project Plan

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Describe the individual activities you will do to meet your project aims. (This includes any physical/ capital work.)	Give the dates the activity will start and finish.	Tell us where the activity will take place.	Tell us who will be responsible for carrying out the activity.	Tell us who the activity is aimed at.	Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
Advertise and appoint part-time project officer	Yr 1: Sept-Oct	Project office Advertised in: local press and website	Project manager	N/A	Bilingual individual with experience of engaging young community volunteers appointed following recruitment exercise based on equal opportunities

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Advertise project and recruit young volunteers	Ongoing beginning in Oct of Yr 1	Project office	Project manager and project officer	Elderly clients of applicant organisation; young people under 25 in Borough; general population	New bilingual project pages created on applicant web site; minimum of 2 press releases produced; stalls held in local colleges; volunteer opportunities posted on Do-It.org website Minimum of 10 young people, 5 adult volunteers and 25 elders recruited Young people presented with opportunities to feed ideas into project shape outputs.
Evaluate project	Ongoing, beginning in Nov of Yr 1	Project office	Project officer	Sample of everyone involved in project.	Accurate numerical records of volunteers and participants recorded for HLF and partner organisations Project comments book compiled throughout project.
Deliver oral history training	Yr 1: Dec Yr 2: Sept	Project office	Oral History Society	Project officer and young volunteers	2 training days delivered tailored to young people's needs
Record oral histories	Yr 1: Jan-Sept Yr 2: Oct-Dec	Community centres and private homes	Project officer	Elders and young people	Minimum of 20 interviews recorded in format recommended by Oral History Society, each over 1 hour and dealing with issues of life in China, experiences of immigration to the UK and differences between Chinese and British culture
Transcribe oral histories	Yr 1: Feb-Sept Yr 2: Oct-Jan	Project office	Volunteers, both adults and young people	General public accessing public archive	Clear summaries for each interview produced in format agreed with Borough archive; part-transcriptions produced for a minimum of 10 interviews All recordings and summaries/transcriptions deposited with Borough archive before end of project

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Produce booklet and DVD	Yr 2: Jan-Apr	Project office	Project officer and volunteers	Chinese community; General public	1000 copies of each produced bilingually; deposited in local libraries and museums, and distributed to Chinese community centres and youth groups across region
Research, produce and exhibit travelling exhibition	Ongoing, beginning in Feb of Yr 1 Touring from Jan of Yr 2	Project office Displayed in Chinese community centres, local library and college	Project officer and volunteers	General public visiting host venues, Chinese community and college students/staff	Robust, easy to mount, accessible exhibition displayed in 2 Chinese community centres, 3 local libraries, Borough record office and the college for 2 weeks each; displayed at applicant office thereafter.
Celebration event	Yr 2: Jun	[Named] museum	Project officer	Volunteers and participants	1 event organised; elders and young people feel valued for contribution; young people presented with certificates documenting skills they developed as part of project.

Your Heritage Project Plan – Worked example 3

The following example is indicative only of the type of detail we are looking for; make sure that your project plan *reflects your project* and delivers what *your organisation* wants to achieve.



Project title: Restoration of colliery banner

Project cost: £4,500

Grant request: £4,000

Example

Miners' welfare institute to restore colliery banner for display at a public event.

Aims

- 1 To set up a small project team to deliver project and acquire new skills
- 2 To take the colliery banner out of storage for restoration
- 3 To put the banner on public display with historical information
- 4 To hold an event to celebrate contribution of the colliery to our town

Project Plan					
What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Describe the individual activities you will do to meet your project aims. (This includes any physical work.)	Give the dates the activity will start and finish.	Tell us where the activity will take place.	Tell us who will be responsible for carrying out the activity.	Tell us who the activity is aimed at.	Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
Set up a project team of 5 people	Month 1	Miners welfare institute	Secretary of miners welfare institute	Institute members	Recruit a group of 5 Institute members with a variety of skills to help deliver the project.
Recruit professional to restore the banner and organise and oversee restoration	Month 1-3	Miners welfare institute / restoration venue	Project group / restorer	Institute members	Develop research skills of 5 Institute members; employ suitably qualified restorer and deliver project to budget; undertake 1 visit to restoration workshop to see work in progress and learn about techniques; take, select and title photographs for exhibition.

Ensure sustainable future of banner by training institute members about its care	Month 4	Miners welfare institute	Project group/ institute members/ restorer	Institute members	Institute members feel confident about storing and cleaning the banner and there is a written procedure on file in the institute.
Design public display	Months 2-4	Miners welfare institute	Project group / regional mining museum	Institute members	5 ex-miners to develop research and design skills; make 1 visit to museum; produce 4 exhibition panels.
Hold a celebratory event to reveal banner and celebrate town's mining history	Month 4	Miners welfare institute	Project group/ institute members/ local primary school teacher	Institute members Colliery community General public including local children	Day planned by 5 ex-miners with support from other members of institute and local teacher; 150 local people to be invited; at least 80 to attend; 30 children to take part in 2 specific activities planned for them.