

Here are some things you *might* want to consider when planning your project / activity.

Not everything will apply to everyone.

Oblong or workers from other community centres can help with planning or filling in your form.

- ≠ Will you need insurance? Public liability / property etc
- ≠ If you are working with children, will you need to have a police checked worker with you or a child protection policy?
- ≠ Consider health and safety. Would it be helpful to go on a health and safety course or a first aid course? Is a risk assessment required?
- ≠ How exactly will the project work?
 - Who do you need to help you? Who will benefit? How many people might join in? Where will you find volunteers from? Will you need to publicise it and how will you do that?
 - Where will you do it? What might encourage people to join in? Do you need to enquire about venues, their prices and availability?
- ≠ Is there any equipment you need to buy? Where will you buy it? Where will you store it? Who could you give it to when your project has finished?
- ≠ Are there any special considerations such as child care, translators, large print, wheelchair access, transport to and from a venue?
- ≠ Have you checked out what else is happening in the area that is similar to your project? Can you work alongside each other/share materials/ask advice from them?
- ≠ Is the budget realistic? Might some quotes be useful? Is there anything you could borrow for free/cheap? Do you need to cost in the price of courses, volunteer expenses, childcare expenses, bus fares, cost of tutors/consultants as well as the materials?
- ≠ Are there local services you could use so that more of your grant money benefits the local area?

Don't be put off.

These considerations are easy to remedy and might not apply to your project anyway.