



Project plan template for Our Heritage, Young Roots and Transition funding applications

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Give us the dates you expect the activity to start and end. Please list you activities in chronological order.	List the individual activities you will do to achieve your project outcomes. Use target numbers where possible.	Tell us where the activity will take place.	Tell us who will be responsible for managing the activity (for example, project officer, young people, or a named partner organisation).	Tell us who the activity is aimed at (for example, a particular group of people, local schoolchildren, visitors to a museum etc.).	Explain in detail what you will achieve by doing the activity.
Quarter 1(Year 1) (April – May 2019)	Planning with partners, Tricolor Associates (Heritage Design and Development) and Events and Marketing Coordinator	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager	Project Partners (internal process)	To inform project delivery and implement project plan.
Quarter 1(Year 1) (April – May 2019)	Performance Management Framework, Management and Maintenance Plan for Digital Outputs and Risk Assessment and Issue Log produced	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager	Project Partners (internal process)	To ensure effective operational delivery, that objectives are achieved and the terms and conditions of the grant are met.
Quarter 1(Year 1) (April 2019)	Partnership Agreements established with	East Suffolk Councils	Regeneration Project Manager, partners and East Suffolk	Project Partners (internal process)	To ensure effective operational delivery and roles and

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	Lowestoft Town Council and Poetry People.		Councils Legal Team		responsibilities are clearly defined.
Quarter 1 – 6 (Year 1&2) (April May 2019 – October 2020)	A working group and Steering Group consisting of Officers and Councillors from both East Suffolk Councils and Lowestoft Town Council (LTC) will meet with the Regeneration Project Manager on a monthly basis.	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager	Project Partners (internal process)	To ensure effective operational delivery.
Quarter 1 – 6 (Year 1&2) (April May 2019 – October 2020)	The Programme Manager will meet with LCT, Poetry People and the Interpretation Specialist on a	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager	Project Partners (internal process)	To ensure the project is on track, on budget and meeting its objectives.

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	regular basis.				
Quarter 1 (Year 1) (April – June 2019)	Heritage Interpretation Specialist - Briefs finalised, promoted through East Suffolk Councils procurement portal, tenders scored, with winning bidder contracted. Inception meeting held end of June 2019.	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager in collaboration with East Suffolk Councils Procurement Manager and Lowestoft Town Council.	Project Partners (internal process)	To inform project delivery, Heritage Interpretation Specialist selected in terms of quality, performance, methodology and price.
Quarter 1 (Year 1) (April – May 2019)	Devise schools brief for project and kick start conversations with school and Lowestoft Rising LCEP, PRU and other study programmes (Life	Lowestoft schools and outreach.	Poetry People	10 schools and non-mainstream learning programmes.	To inform project delivery and organise dates and times for workshops and how the workshops can support the 2019/2020 curriculum and learning

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	Skills)				priorities.
Quarter 1 (Year 1) (May – June 2019)	6 research workshops capturing oral histories and untold stories and characters.	6 Community venues and museums	Poetry People in collaboration with Specialist and HAZ (Regeneration) Programme Manager, with information passed on the Heritage Interpretation Specialist.	50 individual participation opportunities.	Collecting living memories before they're lost. To inform interpretation concepts, designs and material. Providing active heritage learning opportunities for volunteers.
Quarter 2 (Year 1) (July 2019)	Heritage Interpretation Specialist to work with Poetry People to gather outputs	Heritage Interpretation Specialist	Poetry People (PP) and PP to share outputs from the first Grit Fest with Heritage	Project Partners (internal process)	To ensure outputs are fed into the content and stories told through the on-site interpretation.

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	(research and content) from the first Grit Fest and community workshops delivered in Quarter 1 (May – June 2019)		Interpretation Specialist.		
Quarter 2 (Year 1) (July-September 2019)	Liaising with partners, East Coast College, schools, arts, heritage groups, practitioners – through creative workshops and collection of archive material.	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Heritage Interpretation Specialist and Regeneration Project Manager	Project Partners (internal process, informing content and design for on-site interpretation)	Additional research needed to ensure stories told on site are comprehensive and correct. A greater number of young people will have opportunities to be involved in arts and heritage projects through shaping interpretation/content, and



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					<p>get a sense of pride from their active involvement.</p> <p>Schools and Higher Education will embed learning and develop their cultural offer, working with Lowestoft Rising LCEP and East Coast College will develop ongoing legacy work to continue to strengthen CE sector, including technical skills, such as gaming, music and audio, media studies and digital technology.</p>

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					A lasting legacy developed from the outputs from the first Grit Fest.
Quarter 2 (Year 1) (September 2019)	Design interpretation and materials confirmed and planning permission application submitted.	Heritage interpretation Specialist	Heritage interpretation Specialist	For residents and visitors at Ness Point Park.	<p>People will better understand their local historic environment.</p> <p>An enhanced built environment will act as a catalyst for creative interpretation of Lowestoft's history.</p> <p>People will experience culture in new and innovative ways. Public spaces will be transformed through interactive heritage</p>

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					interpretation.
Quarter 3/4 (Year 1) (October 2019 - March 2020)	Engagement work with schools and community groups not engaged in Grit Fest 1.	Community venues and schools.	Poetry People	1,000 school children reached through assemblies. 10 individual school engagement opportunities (not reached during Grit Fest 1) 120 - 180 young people engagement opportunities	A greater number of young people will have been engaged and provided with active opportunities for creativity and broader learning. Schools and learning providers will embed learning as part of wider education offer. Young people have real opportunities to engage in and contribute to their local heritage.
Quarter 3 (Year 1) (December 2019)	Liaise with Lowestoft Town Council and	Ness Point Park, Lowestoft Town	Regeneration Project Manager in	Project partners (internal process)	Interpretation will be installed to coincide

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	Concertus installation of displays.	Council, Hamilton House or East Suffolk Councils, Riverside	collaboration with Heritage Interpretation Specialist and Concertus		with the completion of Ness Point Park.
Quarter 3 (Year 1) (December 2019)	Opening ceremony of the Heritage Interpretation and completion of the on-site interpretation element of the project.	Ness Point Park	Regeneration Project Manager in collaboration with Heritage Interpretation Specialist, Events and Marketing Coordinator for Ness Point Park, East Suffolk Communications Manager and Lowestoft Town Council Events Committee.	500 audience engagement opportunities. Infinite number of audience opportunities due to the enhancement of Ness Point Park as a response to improved and accessible and informative heritage interpretation on site.	<p>People will better understand their local historic and landscape environment.</p> <p>People will have access to a greater variety of heritage installations.</p> <p>An enhanced built environment will act as a catalyst for creative interpretation of Ness Point Park's</p>

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					special landscape and location. People will be encouraged to use Ness Point on a more regular basis and with more interpretation, learning opportunities and reach.
Quarter 3 (Year 1) (December 2019)	Agree date of Grit Fest 2 and shape event programme, including booking artist, companies and groups.	Lowestoft Town Council and outreach	Lowestoft Town Council and Poetry People	Project partners (internal process)	To ensure optimum date and performers are secured and booked well in advance and contingency plan for wet weather produced.
Quarter 5 (Year 1) (January 2020)	Mid term review	Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager and Project Partners.	Project partners (internal process)	To monitor the programmes impact against the intended outcomes. To confirm



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					<p>what has been achieved to date, identifying what has been particularly successful, difficulties which have been faced.</p> <p>Consider how the project might have been managed or structured differently during the first half of the project, presenting recommendations for any changes in delivery and management during the second half of the project.</p>

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Quarter 1 (Year 2) (April-June 2020)	Shape event programme, including finalising artist, companies and groups involved.	Poetry People and outreach	Poetry People and Events and Marketing Coordinator	10,000 programmes printed.	To ensure people are aware of the project and have access to information and the range of activities 'what's on'
Quarter 1 (Year 2) (April 2020)	To promote Grit Fest 2 to stakeholders and audiences through digital and interactive, advertising, printed media and partnership working	Out reach	Events and Marketing Coordinator	Outputs and reach informed by Communications Plan and Audience Development Plan.	To ensure people are aware of the project and have access to information and the range of activities 'what's on'
Quarter 2 (Year 2) (July/August)	Family Day Programme Event, including set-up, event and take down.	Ness Point Park	Poetry People	105 individual participation opportunities 1,000 audience opportunities	Communities, older people and schools that attend the event will learn the significance of the site through a variety of artistic and heritage



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					<p>opportunities.</p> <p>People will have access to increased performance opportunities.</p> <p>People and groups will be supported to develop professional skills and expertise in the making and producing work for Grit Fest 2, strengthening and building creative and cultural capacity locally and regionally.</p> <p>The project will result in enhanced social cohesion and a</p>



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					shared sense of place among community and health and wellbeing outcomes.
Quarter 2 (Year 2) (September 2020)	Feedback collation. Evaluation and Report Completed - Publish evaluation and share learning.	Ness Point Park, Lowestoft Town Council, Hamilton House or East Suffolk Councils, Riverside	Regeneration Project Manager and Project Partners.	50 volunteers 10 Schools 100 returned evaluation forms	The economic and social impact of the project will be widely recognised and embedded in future plans.
Quarter 2 (Year 2) (October 2020)	Project Ends.				