

# Suggest a project for Edmondsbury TRA

## Please fill up a separate form for each project

The project proposal form is designed to assist in prompting and structuring project proposals prior to submission for analysis and decision-making to the TRA Committee.

In proposing your project, your overall goal should be to provide a persuasive argument for the project's implementation. Convey the merits of your project from the perspective of your unit and its place within the organisation.

Don't be concerned if your proposal is not a precise, final, or exhaustive solution, as that can be further developed once the proposal has been approved. Feel free to attach any supporting documentation or other additional information. The information you provide will help improve the quality of the decision-making process.

Once submitted, your project proposal will be analysed and considered amongst other proposals throughout the TRA in a process designed to successfully prioritise, schedule, and coordinate projects amidst all other activities of the organisation. The goal will be to produce the greatest overall benefit to the Estate with consideration of its limited resources.

If you need help to understand or complete this form, bring it along to a TRA Committee Meeting held on the first Monday of each month. Email the secretary beforehand to make sure that this is time to help you: [edmondsbury@icloud.com](mailto:edmondsbury@icloud.com)

Essentially your project should support the aims and objectives of the TRA:

## Mission Statement

Edmondsbury Court Tenants and Residents Association ("Edmondsbury TRA") aim is to engage tenants, leaseholders, residents in working with each other, with Lambeth Council, the local community and local agencies and facilities so that its residents safety, wellbeing, welfare and sense of belonging can thrive.

Areas of focus are:

- Community Engagement
- Wellbeing
- Education
- Environment (e.g. landlord repairs, square & communal areas, including the play area, garden and community hall)

## Diversity and Inclusion

Edmondsbury Court Estate accommodates all ages and many nationalities.

Without intending for anyone to feel left out, the TRA should be mindful to cater for:

- Older people
- Disabled residents
- Young people
- BAME (black, Asian minority ethnic) residents

## Project Summary

Working Title of Project

Project Leaders

Project Type

New Project  Enhancement to Existing or Former Project

## Primary Contact

Name

Phone

Email

## Backup Contact

Name

Phone

Email

## Summary of your project

Please provide a summary of the information detailed throughout this project proposal.

## What need does this project address?

Discuss the needs or opportunities to be addressed by this project. If providing a service which is already available locally, what would the benefit be by providing this service on the estate? Refer to the TRA's Mission Statement on page 1. How many people have said that they would like this project/service/activity to be on the estate?

## Who will this project include? (tick all that apply)

- All Residents
- Tenants
- Leaseholders
- Older people
- Disabled residents
- BAME (black, Asian minority ethnic) residents
- Young people
- Volunteers
- Professionals
- Joint event – in partnership with other estate or organisation
- Friends and Family (outside the estate)
- Strangers from outside the estate

## This project is about (tick all that apply)

- Community Engagement
- Wellbeing
- Education
- Environment

## Project Goals

Identify the goals of the project (the goal should be about 'people'). Discuss what is to be achieved and the expected/desired outcomes of this project. How many people will it involve (paid professionals, volunteers, residents, outside people e.g. neighbours or friends and families). Refer to the TRA's Mission Statement.

Duration & Place

When will the project take place/start? Date:

How long will it go on for?

Where will this project take place? hall/kitchen/square/office space/other?

Is this an ongoing project? (weekly, monthly, annual)

If this is a long-term project, will there be a trial period/taster session?

Is this project part of a National Campaign (e.g. Black History Month)?

## Need and Interest

You can never tell how many people will get involved or attend an event or project. If substantial or resources are going to be required, how many people have you got already/can you get, that are interested in attending? Give information:

## How will you publicise the event or project? (tick all that apply)

Poster on notice board     Posters in blocks     Posters in other places

Flyers or invitations:     Door drop     Flyers in other places

Do you need Lambeth Council to print the flyers/posters

Do you have someone to...     design and...     artwork the flyers/posters

Vinyl banner on railings     Vinyl banner elsewhere

Website (ours)     Emails – how many addresses do you have?

Twitter (ours)     Facebook (ours)     Other Social Media

Brixton Blog     Brixton Buzz     Brixton Bugle     South London Press

Other Press

Other website

Event Brite

Other

## Support needed

If you have ticked a box above, but have never used that medium before, please state if/what you require support for:

## During and Post Event publicity

Please consider publicity during and after the event – such as Tweets, Facebook posts, articles on our (and other) websites, articles in the press – and a photographer at the event (if appropriate).

## Costs & Requirements

What will the project cost – and where will the money come from? (TRA funds, self-funding, no cost, grants etc.) Give a full breakdown of the costs.

Give an overall cost-per-head of this project. What equipment will you need? Will you need any professionals, volunteers, training and skills?

## Evaluation and Measurement

How will you know if this project has been a success? How many people do you need to attend to make it viable? Will it raise any money, if so, how much and who for: TRA, charity?

## Risks

You will be required to fill up a separate risk assessment form if this project goes ahead. Please consider any risks here. Are there likely to be any objections to your project? Do you need to survey the residents for this event to go ahead?

## Additional Information

Anything else you want to say to support this proposal.