

Deighton & East Fartown Sure Start Programme



SureStart

**An Evaluation of the Process, the Projects
and Activities funded by Sure Start
Underspend 2002/2003**

ABSTRACT

When it became apparent that there was going to be an under spend in the Sure Start Budget for the year 2002/2003 it was determined that the money should be utilised to fund a variety of initiatives from a diverse a number of applicants as possible to spread the benefit around the Sure Start beneficiary area (Deighton and East Fartown).

It was also determined that this should be an opportunity to enable innovation and some risk. Applications should be encouraged from all sectors from mainstream services, voluntary and community groups

Whilst applications would have to demonstrate that they met the Sure Start Aims and Objectives there would be a flexibility in how those were met and the judgement as to the suitability of the applications would be made by a cross representative panel rather than the Sure Start Board (although final ratification of projects did go to the Board).

The process was made as easy and transparent as possible and a great deal of effort was put into publicising the availability of funds and inviting applications. In the event applications were received from 11 applicants from voluntary, statutory, community and private sector.

The decision-making panel consisted of 8 or 10 people representing a range of interests including community residents' perspectives.

In the event 9 projects were approved and received funding. The level of experience of delivering grant funded projects varied enormously amongst the successful applicants. It would not have been surprising therefore if this element of risk had resulted in an element of financial waste, mis-management and failure to deliver.

It is to the credit of the process and the enthusiasm of those who applied successfully that all the projects delivered all or part of what they set out to do, and in some instances the benefit of the funding they received meant that expectations were exceeded and "spin off" outcomes attributable.

The following is a report on the rationale, process and achievements of the grant allocation available. It is not an audit of the financial expenditure of each project though as part of the process evidence of the work completed or receipts were presented and there is no evidence of any financial impropriety.

Baseline 5 Research and Consultancy 2004

CONTENTS

	<u>Page</u>
ABSTRACT	i
1 Introduction	1
Rationale	1
Process	1
2 Application and Appraisal Process	2
The Application Form	2
Appraisal Process	3
3 The Successful Projects	4
4 Responses to Postal Questionnaire & Onsite Interviews	5
1. Ashbrow Sensory Room	6
2. HYME Support/Home Start Application	9
3. Dining Lunch Group	12
4. Ashbrow Library	16
5. Men Behaving Dadly	19
6. Ashbrow Car Park	23
7. Weaning Project	24
8. Nappy Recycling Feasibility Study	27
9. Red Doles Fartown Play Area	29
5 Evaluation of Application and Appraisal Process	30
6 Project Evaluation Summary	31
7 Conclusions	33

Appendices

1. Application Form
2. Guidance for Sure Start Targets & Objectives
3. Interview Form
4. List of partner agencies involved in projects.

1 Introduction

In January 2004 Baseline5 a Local Community Research Team were commissioned by Sure Start Deighton & East Fartown Programme to carry out an evaluation of the projects and activities that were funded by Sure Start's projected under spend from the 2002/2003 budget.

RATIONALE

Specifically the evaluation was to contain both qualitative and quantitative information as well as an appraisal of the process via which the under spend was allocated.

Baseline5 were asked to identify if and how the projects met the applications criteria and how the process could have been done better.

The evaluation was conducted between January and March 2004.

PROCESS

Baseline5 were provided with a list of the projects that had been approved and all supporting documentation. In consultation with Sure Start Programme Manager, a questionnaire (see appendix three) was drawn up for the contact person for each of the funded projects. The questionnaire was made available in electronic version and hard copy and a deadline date was set for return.

The questionnaire was designed to allow projects to provide substantial qualitative evidence of achievement as well as quantitative.

Whilst evidence of spend and/or accounts was asked for (and submitted) qualitative evidence was also encouraged in the form of photographs, user feedback, publicity material etc.

Subsequent follow up "site visit" and one to one interviews were arranged with the named project applicant to gather further anecdotal and photographic evidence

2 The Application and Appraisal Process

On identifying that there was an likely under spend in the revenue budget for the period 2001/02 – The Sure Start Management Board agreed to allocate some of this budget to fund local projects and activities that met the Sure Start Aims and Objectives and helped contribute to Sure Start outcomes.

Sure Start Deighton & East Fartown were keen to ensure that anyone who had an idea that could contribute positively to their programme should have the opportunity to apply for funds and put into place an application and appraisal process that did not discriminate against those with little or no experience of funding applications. It was recognised at this stage that this was an opportunity to try new approaches, be innovative and take risks.

An application form was produced (see appendix one) and the fact that funds were available was widely publicised locally. The closing date for the submission of applicants was set for 30th November 2002.

The Application Form

The form was designed to clarify the Aims and Objectives of the Sure Start Programme and allow applicants to identify how their proposal met with one or more of these Aims and Objectives. The form also specifically promoted partnership working and encouraged applicants to seek prior support from a Sure Start worker.

Page two of the document defined the Aim of the Sure Start Programme and clearly identified the 4 Objectives with PSA and SDA Targets listed under each Objective. Those applications had to indicate on the form which of the Objectives and Targets their project was designed to meet.

The form directed applicants to identify evidence of need, evidence of good practice, the involvement of local parents, accessibility to the proposed activity, cultural sensitivity, a commitment to equal opportunities and costings.

In all 11 were submitted by the deadline date.

The Appraisal Process

The appraisal of the applications was to be conducted by a Panel comprising of representatives of Sure Start Team, local parents, community representatives, and representatives of local groups and organisations to ensure broad cross representation and minimise bias.

The Appraisal Panel were recruited through the Sure Start programme sub groups and Parents Forum.

To provide the panel with Knowledge and skills and confidence to work effectively together a certificated appraisal training day was arranged – which all panel members attended

The training was devised by The Deighton & Brackenhall Initiative [DBI] coordinator - (member of the Sure Start Programme Management board) and a Kirklees Community Support Services Officer - (a member of the Community Development/ Engagement sub group and Parents forum support officer)

The content of the training included:

- Rationale behind the process - fairness equity
- Issues that had been evidenced by pervious consultation
- Importance of projects meeting the overall aims and objectives of the sure start programme.
- Amount of money available to fund projects
- Ensure that there was a wide range of activity across the sure start area.

The Appraisal Panel chaired by the DBI coordinator subsequently met to appraise the 11 applications that had been submitted.

Consequently the essential criteria against which bids were appraised were:-

- Did they contribute to Sure Start Aims and Objectives
- Were they affordable given the need for a wide range of activity across the programme area
- Did they duplicate existing provision
- Were there alternative funding sources available for the project
- Did the project demonstrate evidence of need
- Was the project supported by one or more partners

Each member of the Appraisal Panel assessed each bid against this criteria and a vote was taken on each proposal.

As result of this process 9 applications were successful and were submitted to the Sure Start Programme manager and the management Board for full approval.

All applicants were responded to formally and the successful applicants were sent conditional acceptance letters.

3 The Successful Projects

	Funded projects	<i>Amount Received</i>
1.	Ashbrow Sensory Room	£ 7613.40
2	HYME /HomeStart Support	£ 6314.00
3.	Dining Lunch Group	£ 1900.00
4.	Ashbrow Library	£ 11564.00
5.	Men Behaving Dadly	£ 5580.00
6.	Ashbrow Car Park	£ 10000.00
7.	Weaning Group	£ 203.00
8.	Nappy Recycling Feasibility Project	£ 6500.00
9.	Red Doles Playground	£ 6591.53

4 Responses to Postal

Questionnaire

And

1. Ashbrow Sensory Room

Funding was sought to create a Sensory Room that would provide a calm and relaxing environment in which children, particularly those with behavioural or other problems, could experience tactile, visual and auditory stimuli.

Sample responses from questionnaire

Have you done what you set out to do? Please include any evidence available.

“The room has been equipped with high quality equipment and a collection of tactile objects some of which are UV activated. It has been fully functioning since March 2003 with staff training implemented in May. Staff expertise in the use of this area has increased month on month”

“The room we have created is a place where children can de-stress and be where behaviour which places barriers to their learning can be addressed. It fulfils all of our criteria to build relationships and to allow for early identification of social, emotional and behavioural difficulties”

Please indicate how you met Sure Start Aims and Objectives (For this project

Objectives 1, 2, 3 and 4, SDA2.1, PSA 3, SDA 3.1, SDA 3.2, SDA 4.1)

“In an OFSTED inspection in May 2003 it was stated that**the new sensory room is effectively used to help children to consider their own and other people’s feelings.**”

“We believe that children who are emotionally secure gain a higher level of emotional intelligence and so are more successful learners”

Have you met the objectives from Questions 17 and 19 i.e. reported to the

Management Board and Sub Groups?

“We have reported to our own Governing Body and its sub committees but not to the Sure Start Management Board. We are quite happy to do this on request. The Sensory Room was highlighted in a Sure Start promotion week and included in Sure Start leaflets. We have also used our own disseminating route as a DFES Designated Centre of Excellence to allow visiting staff to see the Sensory Room and explained fully how it was funded. It has been publicised at open evenings for Deputy Heads across Kirklees...”

Evidence of Expenditure

A letter and quote from Spacekraft Ltd was supplied dated 28 November 2002 including a room plan. The quote was for £7513.40. The room has obviously been equipped and is being used.

Onsite Questionnaire for Sure Start Evaluation of 2002

Projects

Ashbrow Sensory Room

1. Do you think you have achieved any unexpected targets?	<ul style="list-style-type: none">• We have achieved. More children use the room than we were expecting.• We have got people coming through the doors that we were not anticipating we would have seen.
2. Do you think you have achieved any unexpected objectives?	<ul style="list-style-type: none">• We believe we have because children got the chance to express themselves through play, this let us know what was bothering them.• Been at home with parents the entire time do not always benefited all children.
3. Do you think you have underachieved in any of the targets?	<ul style="list-style-type: none">• We did not advertise enough, E.G. child minders, and we could have used more publicity in the local paper and leaflet.
4. What were the barriers to achieving the targets?	<ul style="list-style-type: none">• We could have done with more equipment, we also could have done with more training for the mothers on how to use the equipment, the costing was limited
5. Do you think you have underachieved in any of the objectives?	<ul style="list-style-type: none">• Staffing was short, but this was due to limited funding.
6. What were the barriers to achieving the objectives?	<ul style="list-style-type: none">• Staffing again was a barrier, and trying to encourage mothers to gain the courage to make that first step to finding out how to use the equipment.

<p>7. Were there any barriers to communicating with Sure Start?</p>	<ul style="list-style-type: none"> • Apart from the bidding I did not really need to get in touch with Sure Start.
<p>8. To what extent did your partners and supporters aid your project?</p>	<ul style="list-style-type: none"> • We were supported by Health workers, social workers and early year's workers.
<p>9. Is there anything that you would have done differently?</p>	<ul style="list-style-type: none"> • The initial training of people on how to set up the equipment. • Let the group have an input in the planning and more of the equipment, so a bigger Application would have been nice.
<p>10. Have you been satisfied by the support from Sure Start? If not why not?</p>	<ul style="list-style-type: none"> • Yes I was happy with the support from Sure Start.
<p>11. Do you feel you asked for the right kind of support, could you have achieved the same results in a different way?</p>	<ul style="list-style-type: none"> • Yes, I think we would do things the same next time. • We found that the children opened up better when their parents were not around, they could talk to us honestly because they felt secure in the happy environment that had been created for them.

2. HYME Support/HomeStart Application

Funding was sought to support HomeStart Activities in the area and to contribute to the cost of training and supporting volunteers. HomeStart is a non-statutory service providing support for families who are experiencing domestic difficulties principally in relation to children in the home.

Sample of responses from questionnaire

Please indicate how you met Sure Start Aims (For this Project Objective 2 and 4 SDA 2.1, SDA 2.2, SDA 4.1, SDA 4.2, SDA 4.3, SDA 4.4)

“For the first time we ran a volunteer training programme within the Deighton Sure Start Area. We worked in partnership with Ashbrow Children’s Centre to offer a weekly course between February and June 2003 with crèche provision. Participants came from across the ward and also included one volunteer from Holmfirth..... Six volunteers completed the course..... All of them have successfully supported families for the past six months”

Please indicate how many parents were involved and how.

“Of the families offered a service – this included eight parents and 11 children under 5 all from the Sure Start area. One child is on the Child Protection Register”

Amount spent. What was it spent on?

“Training costs @ £100 per volunteer

Expenses @ £200 per volunteer for one year of support (From June 2003 onwards)

Occasional crèche costs for volunteers or families’ children for training/other events
£200

For example we held a volunteer get together at Northorpe Hall, Mirfield on 31/01/04. This fund allowed 3 Deighton volunteers to obtain childcare and transport to attend the event”

Other examples of how the funding was used effectively to deliver the service were included in the feedback to the questionnaire “One mother said of our volunteer **I can not thank you enough for She was so wonderful**”

Have you met the Objectives from Question 17 and 19 i.e. Report to the Management Board, produce leaflet etc.

“I meet regularly with Angela Horner (Sure Start); we have developed another project since”

Have you encountered any of the perceived risks and how have they been dealt with?

“We have always had more referrals from Sure Start than any other area of Huddersfield. We think it’s because the referrers are in tune with what we have to offer and use us a resource more than some of the Health Visitors in other areas.”

Onsite questionnaire for Sure Start evaluation of 2002 projects

HYME/Home Start Application

<p>1. Do you think you have achieved any unexpected targets?</p>	<ul style="list-style-type: none"> • Consulted each parent of what was on the menu each day and encourage them to join their children at meals time. • We ended up having more parents coming in than we were expecting. Some of the mothers made friends within the groups and are still friends, and we also invited the teachers from the junior school to join us, so that the children who were moving up can get to know their new teachers.
<p>2. Do you think you have achieved any unexpected objectives?</p>	<ul style="list-style-type: none"> • The parents were given the chance to help with their children at meal time, perhaps don’t get this time at home. • We were able to find out if there was any children with speech and learning problems that needed help this enabled us to point them to the right people for help and support.
<p>3. Do you think you have underachieved in any of the targets?</p>	<ul style="list-style-type: none"> • No, we managed to keep this going because it has taken off. The only thing we did not think about was that we should have asked for Crèche facilities in our bids so we could have at least two days a week set a side for parents with small children.

<p>4. What were the barriers to achieving the targets?</p>	<ul style="list-style-type: none"> • No real problems here, sometimes you may get a few mothers who had not remembered to turn up for dinners. • We manage to over come many problems by working together as a team with parents, dinner ladies and teachers.
<p>5. Do you think you have underachieved in any of the objectives?</p>	<ul style="list-style-type: none"> • We manage to end up having more parents than we were expecting, we over ran the dinner time by 45 minutes when we first started. But we managed to over come that with better planning. • We hope in the future to invite mothers with even younger children before they even start school.
<p>6. What were the barriers to achieving the objectives?</p>	<ul style="list-style-type: none"> • No problems on this project, all went smoothly with the help of parent, teachers, and the catering staff all went well in general
<p>7. Were there any barriers to communication with Sure Start?</p>	<ul style="list-style-type: none"> • We thought we would have more visits from Sure Start, but if they're in the building on other business we usually get seen at that time.
<p>8. To what extent did your partners and supporters aid your project?</p>	<ul style="list-style-type: none"> • We talk to health visitors, dieticians, speech and language therapists, dinner ladies and teachers. • We had discussions with the school nurse, and the dental health team.
<p>9. Is there anything that you would have done differently?</p>	<ul style="list-style-type: none"> • We were more prepared with parents having their input and having them encourage their children to eat their vegetables and joining in conversation with other people while having their meals. • We encouraged them to ask for their meals their selves.
<p>10. Have you been satisfied by the support from Sure Start? If not why not?</p>	<ul style="list-style-type: none"> • All we asked for we received, we managed to refer people from our group that needed help and support. • Without giving names, we have helped ladies when they needed it most; they were lacking the support of having someone to talk to.

11. Do you feel you asked for the right kind of support, could you have achieved the same results in a different way?

- We would like to invite more little ones from the same family.
- If they had to go and look for work and need someone to look after their toddlers, we could help them out by taking the children off their hands while they were away.
- It would also give them a break from their normal routine.

3. Dining Lunch Group



Funding was sought to initialise an under 5's Lunch Group to provide opportunities for 10 parents to meet, "chatter", reinforce positive behaviour and promote the discussion of healthy eating. It would also allow for the early identification within the group of emotional and behavioural difficulties

Sample of responses from questionnaire

Please indicate how you have met Sure Start Aims (For this project Objective 2, 3, 4 SDA 2.1, SDA 3.1, SDA 3.2, PSA 4)

“For example children with speech and language difficulties often experience eating difficulties. Having a greater number of adults around to support the mealtimes allows observation of the children’s needs to be more systematic and this in turn leads to appropriate intervention”

“The lunch time experience supported (one mother) through a particularly difficult period in her and her first child’s life. There was in her (the mothers) words a reason to get up in the morning”

Please show how many parents were involved and how.

“All in all we had 26 parents who offered their services over the period of two terms. However only 12 of those parents could be described as being regular i.e. attended once a week for a minimum of five weeks.

Amount spent. What was it spent on?

“There was an overspend on the meals that were provided for parents. We did not turn any parent/carer away. Also from time to time we offered respite for some children

under 3 and provided wrap around care. Two families at different times had children seriously ill in hospital and we stepped in to provide support.We are charged by the kitchen and therefore do not have receipts”

Please identify benefits to the client groups identified in applications and attach any relevant monitoring reports and relevant documents.

OFSTED Report May 2003 “Recent initiatives such as the lunch time chats between parents and children mean that children have someone to talk to about their problems”

“Relationships have been strengthened through the new lunch time arrangements where they are able to chat with their parents whilst they eat. Overall relationships are harmonious and supportive”

“This initiative is often used by the schools Healthy Schools Consultant as an example of best practice”

Have you encountered any of the perceived risks and how have you dealt with them?

“One oversight on my part in the initial bid was the opportunity to extend the meal times to parents/carers with babies/toddlers. This would have extended the target group and created a more realistic family meal.”



Onsite questionnaire for Sure Start evaluation of 2002 projects

Dining Lunch Group

<p>1. Do you think you have achieved any unexpected targets?</p>	<ul style="list-style-type: none"> • Consulted each parent of what was on the menu each day and encourage them to join their children at meals time. • We end up having more parents coming in than we were expecting. Some of the mothers made friends within the groups and are still friends, and we also invited the teachers from the junior school to join us, so that the children who were moving up can get to know their new teachers.
<p>2. Do you think you have achieved any unexpected objectives?</p>	<ul style="list-style-type: none"> • The parents were given the chance to help with their children at meal time, perhaps don't get this time at home. • We were able to find out if there was any children with speech and learning problems that needed help this enabled us to point them to the right people for help and support.
<p>3. Do you think you have underachieved in any of the targets?</p>	<ul style="list-style-type: none"> • No, we managed to keep this going because it has taken off. The only thing we did not think about was that we should have asked for Crèche facilities in our bids so we could have at least two days a week set aside for parents with small children.

<p>4. What were the barriers to achieving the targets?</p>	<ul style="list-style-type: none"> • No real problems here, sometimes you may get a few mothers who had not remembered to turn up for dinners. • We manage to over come many problems by working together as a team with parents, dinner ladies and teachers.
<p>5. Do you think you have underachieved in any of the objectives?</p>	<ul style="list-style-type: none"> • We manage to end up having more parents than we were expecting, we over ran the dinner time by 45 minutes when we first started. But we managed to over come that with better planning. • We hope in the future to invite mothers with even younger children before they even start school.
<p>6. What were the barriers to achieving the objectives?</p>	<ul style="list-style-type: none"> • No problems on this project, all went smoothly with the help of parent, teachers, and the catering staff all went well in general
<p>7. Were there any barriers to communication with Sure Start?</p>	<ul style="list-style-type: none"> • We thought we would have more visits from Sure Start, but if they're in the building on other business we usually get seen at that time.
<p>8. To what extent did your partners and supporters aid your project?</p>	<ul style="list-style-type: none"> • We talk to health visitors, dieticians, speech and language therapists, dinner ladies and teachers. • We had discussions with the school nurse, and the dental health team.
<p>9. Is there anything that you would have done differently?</p>	<ul style="list-style-type: none"> • We were more prepared with parents having their input and having them encourage their children to eat their vegetables and joining in conversation with other people while having their meals. • We encouraged them to ask for their meals their selves.
<p>10. Have you been satisfied by the support from Sure Start? If not why not</p>	<ul style="list-style-type: none"> • All we asked for we received, we managed to refer people from our group that needed help and support. • Without giving names, we have helped ladies when they needed it most; they were lacking the support of having someone to talk to.

11. Do you feel you asked for the right kind of support, could you have achieved the same results in a different way?

- We would like to invite more little ones from the same family.
- If they had to go and look for work and need someone to look after their toddlers, we could help them out by taking the children off their hands while they were away.
- It would also give them a break from their normal routine.

4. Ashbrow Library

Funding was sought to refurbish an existing cloakroom, extend the existing provision of service by creating a designated area and to encourage outdoor play in all weathers.

Example of responses from questionnaire

Please indicate how you met Sure Start Aims and Objectives (For this project Objective 1, 2, 3, 4 SDA 2.1, PSA 3, SDA 3.1, SDA 3.2, SDA 4.1)

“SDA 2.1 a clear system of classification so parents can see at a glance the range of equipment available. The catalogue informs parents of the educational value of the equipment”

Please indicate how many parents were involved and how

“Parent volunteers are now involved in the running of the toy library during the parent and toddler session on a Friday”

Please identify benefits to the client groups identified in applications and attach any relevant monitoring reports and relevant documents.

“The refurbishment of the cloakroom area has greatly enhanced the outdoor play available to the children, waterproof clothing and Wellington boots readily available. Sun hats will be available as and when they are needed and use of these gives positive messages to the parents around sun safety”

Have you met the objectives from Questions 17 and 19 i.e. report to the Management Board, monitoring forms etc.?

“Photographic evidence attached. Written reports, material for the newsletter or a presentation to the Management Board can be supplied on request.”

Have you met any of the perceived risks and how have you dealt with them?

“The library area has only been in use since January 04 due to delays in the building work. As a lot of the children had new toys at Christmas the uptake of the library has been slow”

Onsite questionnaire for Sure Start evaluation of 2002 projects

Ashbrow Library

<p>1. Do you think you have achieved any unexpected targets?</p>	<ul style="list-style-type: none"> • We have achieved more children use the room than we were expecting. • We could do with more people using the library on a day to day basic.
<p>2. Do you think you have achieved any unexpected objectives?</p>	<ul style="list-style-type: none"> • We believe we have because the children get the chance to express them self through playing with other children. • They enjoy going out side to play in all type of weather due to the use of rain coats, Wellingtons, water proof coat and etc that are provided.

<p>3. Do you think you have underachieved in any of the targets?</p>	<ul style="list-style-type: none"> • We did not advertise enough, E.G child minders in the area should have been inform of the services we are providing in the library section.
<p>4. What were the barriers to achieving the targets?</p>	<ul style="list-style-type: none"> • We could have done with different builders, we were not happy with the service the Kirklees building services provided.
<p>5. Do you think you have underachieved in any of the objectives?</p>	<ul style="list-style-type: none"> • Not having enough people using the library services .we will look at ways of improving this the next time around.
<p>6. What were the barriers to achieving the objectives?</p>	<ul style="list-style-type: none"> • Lack of staff and the time scales.
<p>7. Were there any barriers to communication with Sure Start?</p>	<ul style="list-style-type: none"> • No , I was happy with Sure Start and because everything went smoothly we needed very little communication
<p>8. To what extent did your partners and supporters aid your project?</p>	<ul style="list-style-type: none"> • Health workers, social workers, also we had letters of support from parents this was a great help in gaining all that we have achieved and we were happy with the cloak room area.
<p>9. Is there anything that you would have done differently?</p>	<ul style="list-style-type: none"> • Yes different builders as there were very slow, unreliable, needed constant supervision to ensure the safety of the children and the work carried out still require some finishing touches.
<p>10. Have you been satisfied by the support from Sure Start? If not why not?</p>	<ul style="list-style-type: none"> • We were quite satisfied with the monetary support and did not need personal support from Sure Start.
<p>11. Do you feel you asked for the right kind of support, could you have achieved the same results in a different w ay?</p>	<ul style="list-style-type: none"> • We could not achieve with out the monetary support but we would have done every thing the same but with different builders.

5. Men Behaving Dadly

Funding was sought to provide men and their children the opportunity to engage in outdoor play and learning experiences that would be stimulating and fun and also to provide language rich opportunities in an outdoor setting and to extend outdoor activities to include whole families if possible.

Example of responses from questionnaire

Please indicate how you have met Sure Start Aims and Objectives (For this project Objective 3, 4, PSA 3, SDA 3.1, SDA 3.2 SDA 4.1)

“Opportunities to develop a move towards promoting early learning and improving language skills in a more natural, relaxed outdoor environment is continuing to have a positive effect. It has supported bonding opportunities and assists in the development of healthier life-styles. This clearly reflects the Sure Start Aims.”

Please show how many parents were involved and how.

“We had targeted a harder to reach group i.e. men and our first major event was Fathers Day Weekend. The weekend was due to be attended by 10 local men and their families. Due to unforeseen personal circumstances one of the dads was unable to attend. Consequently none of the men in that group attended. The 5 identified and targeted through school however did attend.”

“The men completed skills on the BTEC forest skills and this was due to be promoted by a Sure Start employee. Unfortunately she left before this element could be completed.....to my knowledge retained the photographic evidence of the skills learned.....in the full week over 100 children and 23 parents/carers attended. 50 of the children were in the Early Years Unit.

Amount spent. What was it spent on, itemise if appropriate and copies of receipts,

photographic and anecdotal evidence

“Some aspects on the original proposal costings came in slightly under budget e.g. Consultant costs 7 overnight accommodation was estimated at £1900 The actual costs were £1887.45 (invoices available)
Other costs came in at over budget costs and have been subsidised by the school. All in all there has been an overspend. Invoices are available with hard copy”

Recipients, could you please identify benefits to the client groups identified in applications and attach any relevant monitoring reports and relevant documents.

OFSTED Report (May 2003) “Other organised activities are also of benefit to the parents. For instance the Men Behaving Dadly encourages fathers to develop parenting skills”

Have you encountered any of the perceived risks and how have you dealt with them?

“Change of personnel within the Sure Start Team was not anticipated. However the support provided enabled a 1 to 1 approach to be maintained for families directly involved in the launch weekend”

“The biggest blow was the torching of the Celtic Hut created by the men, children and families. It provided a terrific focal point for all the outdoor activities/events and provided seating for over 30 children. There is a plan to reconstruct later on this year.”



Onsite questionnaire for Sure Start evaluation of 2002 projects

Men Behaving Dadly

1. Do you think you have achieved any unexpected targets?

- We believe that it was achieved the fathers had the opportunity to spend time with their children on fathers day, and did things with their children that they would not normally do. The group was made up of people that we would not see normally without their partners, participation in activities like collecting daisies with their children,
- Although the group was a hard to reach group we managed quite well. They enjoyed themselves as a group and it was a very hot day. We did not get as many dads as we were expecting.

<p>2. Do you think you have achieved any unexpected objectives?</p>	<ul style="list-style-type: none"> • Parents do not always have the time to play with their children as a family so this was one opportunity for the fathers to have time with their children. Some of the fathers were living apart from their partners and so having limited time with their children, this gave them the opportunity to spend a quality weekend with their children doing fun things at no extra cost. • They could play hide and seek in beautiful countryside, pick flowers and count them for their fathers. They could see their dads as roles models instead of being around their mums all the time.
<p>3. Do you think you have underachieved in any of the targets?</p>	<ul style="list-style-type: none"> • We feel we did not manage to get as many men to join the group as we would have liked. • We believe we need to enrol someone with street credibility from the community to encourage more to join the group.
<p>4. What were the barriers to achieving the targets?</p>	<ul style="list-style-type: none"> • We feel the only barriers were not being able to recruit more dads and to get the fathers to bond as a group on these trips with the children. • We believe the fathers that were absent from the home environment didn't take up the opportunity and join in the activities on this weekend away with us.
<p>5. Do you think you have underachieved in any of the objectives?</p>	<ul style="list-style-type: none"> • We wish we had more chance to have a man who lived on the estate to join the group and encourage more dads to join in our groups, most of the men were optimistic in joining the group. • If they had someone with the 'street cred' to encourage them to join I do believe we would have achieved more.
<p>6. What were the barriers to achieving the objectives?</p>	<ul style="list-style-type: none"> • It would have been nice if we had granddads or uncles to join the group, it would have been nice as a roll models for the children who did not have a man in their household. • We had made a hut for the children but that was torched by local children, we hope we will be able to re-build soon
<p>7. Were there any barriers to communication with Sure Start?</p>	<ul style="list-style-type: none"> • There were none, apart from changes within the staffing; we were not sure who we were to talk to from one week to another. • When we did get to speak to a member of staff they were very helpful at all times.

<p>8. To what extent did your partners and supporters aid your project?</p>	<ul style="list-style-type: none"> • We were supported by members of staff, some of the dads that joined the group. • Early year's unit, children's centre team, SENCO Gordon and Gus from the forest school in Somerset.
<p>9. Is there anything that you would have done differently?</p>	<ul style="list-style-type: none"> • We should have done small informal group work in advance to let them feel at ease, but they managed to overcome any fears that they may have had. • When they got in to the swing of things every one had a very nice weekend.
<p>10. Have you been satisfied by the support from Sure Start? If not why not</p>	<ul style="list-style-type: none"> • Sure Start was going through staff changes at the time. • But we did manage to receive telephone call when we needed to.
<p>11. Do you feel you asked for the right kind of support, could you have achieved the same results in a different way?</p>	<ul style="list-style-type: none"> • We will keep the changes that we had made, but we would take more photographs more for the men to see next time. • Some of our work was lost, so it would have been nice to have them videoed next time to keep a record of all that they had done so we could look back on these from one year to

6. Ashbrow Car Park

Funding was sought to create a car park and dropping off/picking up zone for parents/carers using the school. This was very much a health and safety hazard and funding had been sought for some time to undertake this work.

No questionnaire has been completed for this project. The Car Park was built utilising this funding source and others.

On site interview with parents at Ashbrow School

- There's a big difference regarding the use of this car park, we feel that our children are safe from vehicles driving up and down. Before the car park was built cars would park all over the street and block each other's in.
- The idea was the best plan yet it could have been bigger with all the adjoining land to the back only problem. But we suppose money would have been an issue.

- Not enough spaces is the only problems if we had more spaces it would have been better, but in general it is the best thing that happen for this road reducing the aspect of accidents happened around the school. There could have been a few spaces for mothers and toddlers built like we get at supermarket and special spaces for all the taxis.
- We believe it as made a big difference in safety aspect, the children's are safer on the road and it will make it better for the use of emergence services.
- I personally feel happy knowing if anything such happen to the children at school, and they need emergency services those few minutes will make a lot of difference.
- My only dispute about it is the taxis parking across and blocking us in, it some times causes arguments amongst drivers apart from that it was the best idea possible.
- Great the children are safe and I feel happier now that my child can walk straight to the car park to be picked up safely.
- I have been using this school for 7 years and it was really bad before due to all the traffic with every one fighting for a space. My only problem is the taxis parking in front of every one and blocking us in. I believe it they had enough money they could have used up a bit more of the land and built a car park just for the taxis and coaches when they return with the children from swimming lessons and etc.
- But in general I am very pleased with the out come of the car park.

7. Weaning Project

Funding was sought to hold a “weaning party” in the target area for infants aged 4 months to 1 year. The afternoon sessions would give mothers access to a dietician to answer their questions regarding their babies. It would also give mothers the opportunity to offer their babies foods with differing tastes and textures and drinks from cups rather than bottles. The Dietician would be able to answer questions on food choices at each stage of the weaning appropriate and finger foods to offer.

No questionnaire was completed for this project. Project activity did take place and an onsite interview was conducted. See following page

Onsite questionnaire for Sure Start evaluation of 2002 projects

Weaning Project

<p>1. Do you think you have achieved any unexpected targets?</p>	<ul style="list-style-type: none">• We had to make changes instead of the weaning group we had to do health eating.• We targeted mothers, held a 10 week section in the community café teach them out to cook healthy meals on a budget.
<p>2. Do you think you have achieved any unexpected objectives?</p>	<ul style="list-style-type: none">• Mothers were encourage to plan their meals, in a balance way so not to let it look boring but on a budget that they could afford, there young ones were also encourage to eat with other children's of the same age group.• They were also each given a set of pans and knife set out of the budget.

<p>3. Do you think you have underachieved in any of the targets?</p>	<ul style="list-style-type: none"> • Did not get the chance to do as much planning discussions in advance with the group as we would have like to. • More talks on individual diets would have been a good idea.
<p>4. What were the barriers to achieving the targets?</p>	<ul style="list-style-type: none"> • The distraction of having young children “being as children” made talking a bit difficult at times.
<p>5. Do you think you have underachieved in any of the objectives?</p>	<ul style="list-style-type: none"> • I believe we did achieved what we set out to do. • We showed mothers that it was important to give their child a balance meal of fruits and vegetables with out too much sugar or salt added to their diets.
<p>6. What were the barriers to achieving the objectives?</p>	<ul style="list-style-type: none"> • Time scale was a problem, not having enough time in advance to meet parents before hand for formal discussion on menus.
<p>7. Were there any barriers to communication with Sure Start?</p>	<ul style="list-style-type: none"> • No problems could go between with all parties concerned through phone call conversation. And a member of staff from Sure Start was available on each occasion.
<p>8. To what extent did your partners and supporters aid your project?</p>	<ul style="list-style-type: none"> • We had the support we needed from the Sure Start staff and the local community café.
<p>9. Is there anything that you would have done differently?</p>	<ul style="list-style-type: none"> • We would have liked to have to known who the group were in advance, it would have been nice to find out what there likes and dislikes were, before hand. • It would have been nice if the menus were sent out before programme was started.
<p>10. Have you been satisfied by the support from Sure Start? If not why not?</p>	<ul style="list-style-type: none"> • The Sure Start staffs were very supportive. • They understood the changes we had to make with our project in such a short space of time.

11. Do you feel you asked for the right kind of support, could you have achieved the same results in a different way?

- Yes we got all that was needed done. But in future we would do things in different ways.
- We would get in touch with each person in advance to see about there eating habits in advance likes and dislikes.

8. Nappy Recycling Feasibility Study

Funding was sought to explore the potential to establish a nappy recycling service as an environmentally friendly alternative to using disposable nappies. The study was to include a pilot scheme and look at the opportunity of creating social enterprise employing local people and contributing to the economic growth of the area.

The award was made to Fresh Horizons, a local Development Trust, who have established a number of social enterprises and were keen to explore the Nappy Laundering service as a new opportunity to combine a commercial venture with an environmentally sound practice.

The majority of the £6591.53 award was spent on the salary costs of employing a worker to carry out the study and conduct a trial. The worker had been involved in a similar study previously though had been unable to complete her task due to the lack of funding.

Unfortunately the worker had to take compassionate leave prior to her completing the study because of a family illness but has been able to respond to some of the issues raised on the questionnaire.

Have you done what you set out to do?

“We have raised awareness of the issues, particularly around the need to recycle and have stimulated some demand for the product (reusable nappies). We have also

developed a business plan and identified costs and are looking to secure funding to start up the service. The whole issue has moved up to a higher agenda, we have been well supported by Peter Hardy from Kirklees Economic Development Service who has introduced a number of partners from across West Yorkshire to provide the service on a regional level. As such my involvement is now much more as one of many than on my own. Although I am no longer paid to participate in the process of developing the initiative I still attend discussions and meetings on the subject as and when I can”

Please show how many parents were involved and how?

“On average there were about 60 parents involved in the study recruited from a variety of sources including Mums and Toddlers Groups, advertising and word of mouth.

Partner Agencies Involved.

National Children’s Centre
Connected 2 Ltd
KMC Economic Development Service
Deighton Housing Action Group
Deighton and Brackenhall Initiative
West Yorkshire Social Enterprise School

Have you met the Objectives from Questions 17 and 19?

(PSA 2 SDA 2.1, 2.2 PSA 4 SDA 4.1, 4.2, 4.3, 4.4)

“Posters and Leaflets were produced along with displays for parents to see and feel Real Nappies first hand. We had a stand at the Deighton Carnival, articles in the Fresh Horizons Newsletter, promotions at Antenatal Groups, Mother and Baby Groups etc. Interested parents were able to access the project by contacting me directly. Leaflets were left in a number of venues with contact details on.”

Have you encountered any of the perceived risks?

“Yes. The project struggled to keep to schedule because it expanded to become a regional rather than a local issue. As more and more agencies, individuals and organisation became interested in the idea then meetings became harder to organise and dates kept slipping. However the fact that the issue is now a regional agenda item rather than a local one means that the chances of securing funding and the chances of the enterprise starting are probably better. Economies of scale are very important and the bigger the scheme the better chance it has of succeeding.”

9. Red Doles Fartown Play Area

Project Name	Fartown Play Area
Location	Red Doles Residents Association
Organisation	
Lead Name	Martin Wood
Amount received	£2,251
Amount spent What it was spent on, itemise if appropriate (and copies of receipts).	£3,384 - To Land Care (Building Professional) 1 st Sept 2003
Partner Agencies Involved	Leisure Services Community Support Services The Scarman Trust Neighbourhood Renewal Local Ward Councillors Local Residents

<p>Recipients Please identify benefits to the client groups identified in application and attach any relevant monitoring reports and relevant documents</p>	<p>Following the feasibility study costings and plans have been submitted to Community Fund (lottery). Community Fund application managed by Julie Woodfine – Ref MK/1/010112106. Tel 01132245300.</p> <p>Martin expressed some concern that in the initial application the Community Fund approved the group constitution but later in the process he had to redesign the constitution and structure of the group to accommodate Children’s Fund requirements. An inconvenience he felt he could have done without</p>
<p>Training received/ provided</p>	<p>A design a playground project was held for children from the local community to give their input about what they wanted in the playground. Also the children then did a tour of modern playgrounds to choose the type of equipment they wanted.</p>

The Application document for the grant was made widely available and the process publicised throughout the Sure Start Area. The fact that there were applicants received from private, public and voluntary sectors indicates that the information was disseminated appropriately.

The document itself, in comparison to other processes for sums in excess of £3,000 was simple and straightforward with the emphasis being on explaining the project funding was being sought for and how the project aimed to meet specific Sure Start Aims and Objectives.

There was no request for information relating to previous experience of delivering on targets (outcomes), prior evidence of handling public funds or information relating to the capacity of the organisation to deliver the service it was applying for. This observation is made not as a criticism of the process but to highlight the “risk” nature and desire for imaginative and alternative solutions to delivery that were core to the ethos of the allocation of funding.

To ask organisations to provide evidence of past accounts, constitutions, Management Structures etc. would have discriminated against groups and organisations less formerly constituted than others. The purpose of this evaluation is to ascertain whether the process encouraged a diversity of bids and whether in taking the risk there is any evidence that the process was abused.

From evaluating both the projects that were approved and the process by which they were approved there is no evidence that funding was spent inappropriately or that projects failed substantially to achieve their aims and objectives as set out in their application documents.

Indeed there is evidence to suggest that the pump funding of the successful bids generated a wide range of new and innovative activities that were valued by participants and brought significant additional value to the services that Sure Start are able to provide.

In at least two instances delivery costs exceeded the grant costs, the additional resources required to run the activity being absorbed by the grant recipient. In most cases the number of beneficiaries exceeded the number anticipated and the process by which this evaluation has been undertaken has significantly highlighted the “add on” benefits of the projects. Too often funders are keen to see delivery on specific targets and less interested in the anecdotal and “soft” outcomes that often occur as consequence of activity rather than as planned activity. By allowing the grant recipient to provide anecdotal and qualitative feedback this additionality has been better highlighted.

A high percentage of the successful bids were related to activity at Ashbrow School and this could raise some suspicions about the impartiality of the Application appraisal. However Ashbrow is a Centre for Early Years Excellence and therefore it is not surprising that innovative and creative project ideas emerged from this source which met the criteria in the application document, were well costed and thought through and were subsequently supported by a sub group comprising a good representation of public, private and voluntary sector members.

All the projects appraised and approved at Sub Group were later approved at full Management Board level which acted as an endorsement panel but had the right to reject sub group approved projects. The ratification of the Sub Groups decisions by full Board Approval provided an additional scrutiny to the project bids.

6 Project Evaluation Summary

Ashbrow Sensory Room

This project achieved all it set out to achieve and the numbers of beneficiaries of the funding have exceeded those anticipated in the initial bid. The fact that the room is specifically mentioned in OFSTED reports as being an effective way to manage behaviour is evidence in itself of the value of the room.

By all means of evaluation a very successful project.

HYME /HomeStart Support

100% of volunteers who completed the course continued to provide support to families for the following 6 months. This is an excellent retention figure. There was also a significant number of referrals from Sure Start and the relationship between the two has obviously been of benefit to the area.

This was another successful project.

Dining Lunch Group

Qualitatively and quantitatively this project has been a success. The expenditure has exceeded the level of grant award to meet the demand. There has been a determination that once the project was advertised and made available that no one who wanted to take advantage of the opportunity was deprived from doing so. The value of families sitting and dining together is one which is hard to define but is accepted as an important part of ensuring that families have the time and space to communicate effectively. The additional advantage of being able to provide families with nutritional food adds extra value to the project.

Ashbrow Library

Although the project slipped a little on delivery because of delays in refurbishment work the evidence is that this is another well delivered piece of work providing value for money and an abundance of new opportunities for young children and parents. Ashbrow recognise that there has not been as much use of the library as they would have liked because of the delays but the new opportunities that the project brings means enhanced play opportunities and a qualitative improvement in the environment for young children.

Men Behaving Dadly

This project was delivered to budget but was beset with problems that could not have been foreseen. The target group was one which is notoriously difficult to address, despite this they made significant progress in engaging men on the project. Changes in Sure Start personnel caused additional problems in communication. Again

OFSTED recognised the significance of providing parenting skills work for men. The project achieved all that could be expected of it given the difficulties in encountered.

Ashbrow Car Park

The development of the car park was a “political” football for a long time prior to the Sure Start Grant opportunity. The school itself has excellent facilities but there have always been serious health and safety issues concerning the dropping off and picking up of children. There had been numerous efforts made to secure funding to develop a car park but for various reasons they had previously failed and the dangerous situation continued. The Sure Start Grant and the way that the funding was made available to all sectors of the community provided an opportunity to address a long standing local issue. The testimony of the parents and users of the car park facility suggests that again this was money well spent and has radically improved not only the environment by the school but also the serious safety issues.

Weaning Project

The project worked well in its communication with Sure Start, with a member of staff available at all the sessions. The main shortfall seems to have been in the lack of planning and the short timescale they were expecting to deliver in. In terms of qualitative assessment of the project they seem to have delivered what they set out to do however they recognise themselves that more preparation and planning would have significantly improved the delivery of the project.

Nappy Recycling Feasibility Study

The project did not manage to deliver some parts of what it set out to do, particularly a local trial of the service. However the funding was for a feasibility study and as such the conclusion from the business plan was that a social enterprise based around a nappy recycling service on a local scale was not feasible. The project to that extent achieved its aims, the idea escalated from being a local issue to a regional initiative which is being led by a number of different organisations and individuals across West Yorkshire.

A Business Plan was developed along with costings for the initiative.

Fartown Play Area

The funding achieved the purpose of a robust feasibility study and was undertaken in a way that involved local residents and children.

The plans towards achieving funding to create the playground are now in progress and will eventually involve a provision for the wider community.

7 Conclusions

All the projects delivered some or all of their perceived activities with a large number of peripheral qualitative outcomes that might not have been identified at the time of the bid. Ashbrow seem to have been particularly successful in meeting their aims and objectives but then they were by far and away the most experienced deliverer of such initiatives and are part of the statutory service. Those organisations less experienced than Ashbrow performed credibly achieving most or all of their objectives.

As stated at the beginning of the report this is not intended to be a financial audit of the expenditure, however there is no evidence that any of the allocated funding was spent inappropriately and in some instances successful bidders spent additional funds to ensure that the projects went ahead and catered for extra demand.

Without doubt the process seems to have delivered a wide range of initiatives to a wide range of families throughout the Deighton and Sure Start Area. It has done so with the minimum of “red tape” and the maximum opportunity for individuals and groups to participate and to deliver quality provision.

APPENDIX 1



Deighton and East Fartown

**LIMITED RESOURCES ARE AVAILABLE FOR 2002
FOR PROJECTS & ACTIVITIES IN THE SURE START
AREA**

CLOSING DATE 30TH NOVEMBER 2002

If you have a proposal for a piece of work, activity, or project please will you complete the attached form and return to:-

Unit 14, Ingfield Enterprise Centre, Cherry Nook Rd, Deighton. HD2 1JD

If you need help to fill in this form please ring 01484 544984

The proposal must demonstrate:-

- Meeting the aim and at least one of the programme targets
- Involve parents the majority of whom should live in the programme area
- Equal opportunities
- Cultural sensitivity
- Partnership working
- That it is not substituting for existing service provision

The applications will be assessed by a panel of local parents and the board members on Thursday 5th December

Q1 Applicant Named person responsible for the proposal delivery

Name	Role
Address:	
Telephone:	
Email:	
Organisation	

Q2 Name of Sure Start worker supporting proposal

--

Q3 In which neighbourhood will the project be focussed

Across all programme area	Bradley Mills	Bradley
Riddings/Deighton	East Fartown	Brackenhall

Q4 What are the timescales for the project?

Start Date:	End Date:
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Q5 Brief outline of what you want to do

--

Q6 Please describe in what way this proposal meets the aims of Sure Start

--

Q7 Which objectives will your proposal meet? PLEASE TICK BOXES

Objective 1	Objective 2	Objective3	Objective 4

Q8 Which targets will it help us to contribute towards? PLEASE TICK BOXES

PSA 1	PSA 2	PSA 3	PSA 4
SDA 1.1	SDA.2.1	SDA 3.1	SDA 4.1
SDA 1.2	SDA 2.2	SDA 3.2	SDA 4.2
	SDA 2.3		SDA 4.3
	SDA 2.4		SDA 4.4

Q9 How many local parents have been involved with the preparation of this proposal?

--

Q10 Which organisational partners have been involved in the preparation of this proposal?

--

Q11 Please describe how parents have been involved developing this project?

--

Q12 Is this project proposal based on evidence of need?

--

Q13 Does this proposal reflect a gap in existing service provision?

--

Q14 Is the proposal based on evidence of good practice?

--

Q15 Please describe how this proposal involves local parents?

Exploring opportunities	
Receiving a new service	
As Trainees	
Delivering a new service	
Other, please describe	

Q16 What other options have you considered – if no other options please explain why?

--

Q17 Please describe how you will ensure that the learning from this proposal influences the development of the Sure Start Programme?

--

Q18 What are the main risks for this project and how will they be managed?

--

Q19 How will you make sure that families can access your project/programme

Q20 How will you make sure that the project/activities value cultural diversity?

Project Costs

What are the total costs for this proposal?

Itemised costs

	DETAILS	£
Staff		
Non Staff		
Venue		
Hospitality		
Equipment		
Training		
Child Care		
Transport		
Other		

Please attach any other details of proposed expenditure including copies of quotes if available.

This will follow separately,
OFFICE
Programme Theme

Management	Health		Play & childcare	Literacy & Learning	Special Needs	Capacity Building	
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Approved by
Subgroup.....
Management Board.....

APPENDIX 2

SureStart

Deighton & East Fartown

Aim

To work with Parents to be, parents & children to promote the physical, intellectual & social development of babies & young Children – particularly those who are disadvantaged – so that they can flourish at home & when they get to school and thereby break the cycle of disadvantage for the current generation of young children

<p>Objective 1 Improving social & emotional development Supporting early bonding, helping families to function enabling early identification of children with emotional & behavioural difficulties</p>	<p>Objective 2 Improving Health Supporting parents in caring for their children to promote healthy development before & after birth,</p>	<p>Objective 3 Improving children's ability to learn Encouraging high quality environments & childcare that promotes early learning, stimulating & enjoyable play, improve language skills & ensure early identification & support of children with special needs</p>	<p>Objective 4 Strengthening families & communities By involving families in building the communities capacity to sustain the programme & thereby create pathways out of poverty</p>
<p>1 PSA target Reduce the number of children 0 – 3 who are reregistered within 12 months on the child protection register</p>	<p>2 PSA target To achieve reduction in mothers who smoke in early pregnancy</p>	<p>3 PSA target reduce the number of children 0- 3 with speech & language problems requiring intervention by the age of 4</p>	<p>4 PSA target reduce the number of 0 – 3 children living in households with no one working</p>
<p>1.1 SDA Target implementing culturally sensitive ways of caring and supporting mothers with post natal depression</p> <p>1.2 SDA Target 100% families contacted within 8 weeks of birth</p>	<p>2.1 SDA Target Parenting support & information available to all parents</p> <p>2.2 SDA Target Guidance on breast feeding hygiene & safety</p> <p>2.3 SDA Target Reduction in children 0-3 admitted to hospital as an emergency with gastroenteritis, respiratory infection or sever injury</p> <p>2.4 SDA Target reducing the number of children with decayed, missing or filled teeth at 5 yrs</p>	<p>3.1 SDA Target All children to have access to good quality play and learning opportunities</p> <p>3.2 SDA Target Increase use of libraries by parents and young children</p>	<p>4.1 SDA Target Families reporting personal evidence of an improvement in the quality of services providing family support</p> <p>4.2 SDA Target Parent representation on Programme Board</p> <p>4.3 SDA Target Developing targets to ensure links between Sure Start partnership & employment centres</p> <p>4.4 SDA Target Working with EYDCP to close the gap between the availability of accessible childcare for 0- 3 yr olds</p>

APPENDIX 3

2002 Over Spend Project Evaluation

This form gives you the opportunity to tell us about your project. Feel free to include any information you think would be useful for us to know and that you want to share with others about how the funding you received helped you to undertake your project.

We will be compiling an evaluation report some of which will be based on the information you provide on this form so please try to complete it as fully as possible.

If any of the details already completed are incorrect please do not hesitate to contact me.

Mark Bickerdike - 01484 432050 Email baseline5@hotmail.com

Project Name	
Location	
Organisation	
Lead Name	
Contact address	
Amount received	
Amount spent What it was spent on, itemise if appropriate (and copies of receipts).	
Partner Agencies Involved	
Recipients Please identify benefits to the client groups identified in application and attach any relevant monitoring reports and relevant documents	
Training received/ provided	