

**<<PROJECT NAME>>**

**Project Report Template**

As the funding for each project comes to an end, we will be creating a Project Report. This report will be circulated to members of the Brightlife Partnership and Older People’s Alliance. It will also be available on the Brightlife Legacy site, which is an online repository for all learning gathered through Brightlife. Importantly, it will also provide a valuable resource for you as the project provider, as you’ll be able to use it as both a tool for reflection and as evidence of what your project achieved.

The report will include:

* A basic description of the project, including contract value and length
* Data regarding KPIs and outcomes (quantitative and qualitative)
* What was tested and what was learnt
* Sustainability of outcomes for individuals and the organisation itself

The report will draw on information from a range of sources, including project monitoring spreadsheets, CMF data and contract management discussions. We are keen to make sure that the provider’s own voice is captured as part of the report and that is the purpose of this template.

Please complete each section of the template with as much information about your project as possible. The main purpose is to gather information about test and learn, so we’re interested in what you tested, how you tested it, what you learnt and what you changed as a result.

We will incorporate what you tell us into a draft Project Report, which will then be sent to you for comments. A final report will then be produced.

If you have any questions about this template, please do not hesitate to get in touch with Mandy Roberts or Chris Mitchell at Brightlife. Many thanks for taking the time to complete it.

**1. PROJECT DELIVERY**

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| Describe how you delivered your project. What stayed the same as your original plan and what changed? What was added or removed along the way? |
| Lonely in a Crowd  Our working title was Chatty Café as this is part of a national scheme to reduce social isolation through talking to people. We held our weekly sessions at Weaver Hall Museum and we have volunteers from Petty Pool College and we are on target to meet our KPI’s by the end of the project  The project was initially designed for adults with LD and adults with dementia. We have older people attending the group who have difficulties with communication through stroke, sensory impairment etc. We have not had older people with dementia attending sessions - it may be that this would need to be in a different location. We have had interest from a local care home specifically for people with dementia but they felt that sessions at their facility would be more beneficial |
| Please list the key learning points that led to the changes described above. List each learning point and how you implemented the learning (e. how did you change your project?). |
| We needed to develop resources to help with facilitating Makaton and have developed games and quizzes, we have also used Makaton and singing through Singing Hands DVD’s and this has worked well. The sessions are still growing and are becoming more popular in the LD Community  We have worked with the Museum to make the venue Makaton friendly through signage and menus etc. and the Museum are now Makaton friendly |
| If you were starting your project again, what would you do differently? |
| We would have developed more resources at the beginning of the project and built in additional resources into our budget |

**2. PROJECT OUTCOMES**

The specification for this project listed the following outcomes:

* Isolation amongst older people is reduced
* Older people have frequent and meaningful relationships
* Older people are more engaged in the design and delivery of services
* Older people have improved well-being and interdependence

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| Please describe how your project achieved these outcomes |
| The project has been really successful in developing and refreshing Makaton skills which improve communication so people can develop relationships and become more engaged in activities. We have developed Makaton grids with various activities so that everyone can be involved in choosing what to do in the sessions. |
| Please describe any additional or unexpected outcomes as a result of delivering your project |
| Through working with the Makaton charity we helped to deliver the “Tea with Grandma” session at the Museum aimed at grandparents of children with Down’s Syndrome and over 20 grandparents attended with their grandchildren. The afternoon included a Makaton disco and some of the grandparents expressed a wish to learn more in a social setting and this is something we are considering developing with partners |
| Were there any outcomes you were unable to achieve? What prevented you from achieving these? |
| See above |

**3. WORKING WITH PEOPLE AGED 50+**

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| What have you learnt about reaching and working with people aged 50+? |
| Reaching adults with learning disabilities was a challenge although slightly easier through the partnership relationships we had developed with Happy Mondays |
| Have there been any particular successes or challenges with relation to reaching and working with this age group? |
| A significant success has been the refreshing of Makaton skills learnt in childhood – one of our participants who is normally non-verbal is now communicating including taking part in signing through the Makaton Kareoke |

**4. PROJECT SUSTAINABILITY**

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| What have you learnt about sustaining outcomes for participants when funding comes to and end? What have been the successes and challenges? |
| We did not charge for these sessions as the venue and refreshments were provided free of charge and we were not operating out of our own premises. However we have developed a close working relationship with the Musuem and support each other through a range of projects. |

**5. ORGANISATIONAL CHANGE**

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| Has your organisation changed the way it works as a result of being involved in Brightlife? What has changed and how will it help you in the future? |
| **Makaton friendly** |
| Is your organisation more sustainable as a result of being involved in Brightlife? How has this come about? |
| **The funding for this project lasts until the end of March and we are currently looking at other sources of funding with support from Cheshire West VA** |
| Is your organisation working with new partners as a result of being involved in Brightlife? What type of work are you doing together and what are the benefits? |
| West Cheshire Museums and development of HLF bid for learning disabilities in Cheshire |

**6. ADDITIONAL INFORMATION**

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| Is there anything else you’d like to tell us? |
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