

Yarlington Housing Group Community Activity Bus



PROJECT PLAN

Project Details

(a) Project Name

(b) Project date

(c) Brief Description of the Project:

(d) What are the Aims and Objectives of the project? This information is needed to evaluate the success of the Project in meeting those Aims and Objectives.

Aims:

Objectives:

Project Co-ordination Details

- (e) The Project would normally be co-ordinated by those listed as contact names on the front page of the contract but if this is any different then the name and contact details of the person(s) co-ordinating the Project should be stated below.

Other Key Details

- (f) When and where will the project take place?
i.e. venues where the Community Bus will visit

First Date of Hire:

00/00/0000

Last Day of Hire:

00/00/0000

Required arrival time at venue:

Required departure time from venue:

Full Address of Venue (inc. post code)

Postcode

Is this event open to the public:

Yes

No

Session Time(s) – if different from the times stated above

(g) For what will the Activity Bus (and any Equipment) be used? Please state all proposed uses, as the Community Bus (and any Equipment) may only be used for the purposes stated here

(h) Who will take part in the Project? i.e. which groups of people will be using the bus; numbers anticipated; age groups; special needs etc.

(i) What Equipment will YHG provide

We can provide the following additional equipment on request. Please indicate if you require the use of any of these items.

Type of Equipment	Cost per day	Required Y/N
Toys and art equipment	No additional charge	
Laptop to show a presentation through the LCD screen *Presentation to be provided on CD	No additional charge	
Internet connection - you must use ONLY the equipment provided	Additional £25.00 per day	

The Community Bus will be supplied with a driver to deliver the bus to your venue and return it to YHG at the end of each day. For schedule of charges for the hire of the Bus and its driver please refer to Community Bus Charges sheet.

(j) Any other relevant Information:

