**CLY 2025 Timeline Template:**

Please complete the table overleaf to share your expected delivery timeline. You should include any final planning (such as artist confirmation or participant recruitment) that will need to take place once a grant is confirmed, any delivery (specific dates if possible) and evaluation (including collating data and report-writing). While we understand that things may change during the course of delivery, seeing your current plan helps us ensure the budget and outcomes you have proposed align with your planning.

*For example, if you are applying in March for a Micro-grant of £1,000 to deliver 3x singing workshops for elderly people at risk of isolation, your timeline might look like this:*

|  |  |
| --- | --- |
| ***Month***  | ***Project activity*** *(include exact dates if known)*  |
| *April 2025* | *Receive grant confirmation*  |
| *Confirm arrangements with venue, artists, partners*  |
| *Promote workshops and recruit participants via partner organisations, caregivers, Residential Homes, Extra Care Housing and Supported accommodation* |
| *Prepare workshop materials, such as backing track recordings and lyric sheets*  |
| *Check risk assessment for working with elderly participants in relevant locations*  |
| *May 2025* | *Workshop 1: Icebreaker & Get Singing - introduce fun and easy sing-along songs, encourage gentle movement and engagement. Gather initial evaluation and demographic information. Share recordings of songs so participants may re-visit between sessions.* |
| *June 2025* | *Workshop 2: Confidence-building & Creativity - add simple harmonies to songs previously learnt, devise creative extensions or responses. Collect feedback from participants via vox pops.* |
| *July 2025* | *Workshop 3: Celebration - recap songs and practice harmonies before a mini sharing performance for carers, family and friends. Gather feedback via surveys and audience vox pops.* |
| *August 2025* | *Collate attendance and demographic information; transcribe and analyse vox pops; analyse participant survey feedback. Reflect on successes and improvements.*  |
| *Write evaluation report and submit with any photos, videos that have consent for Croydon Council to use.* |

Please complete this table with relevant milestones for your planned project.

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| **Month**  | **Project activity** *(include exact dates if known)*  |
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