

DELIVERY PLAN

Month	Detail	Outcome
<p>September</p>	<p>We are actively fundraising for this project to enable it to run through the whole of Hull 2017 and handover as a legacy project to UK City of Culture 2021. Should the funding not be secured by December 2016 the project will be scaled down to a 7 month project in line with the budget revision.</p> <ol style="list-style-type: none"> 1. Partnership agreement signed including the following key areas: 2. Communication 3. Reporting 4. Branding of the Programme 5. Network access 6. Sharing of Learning 7. Recognition 8. Annual Shared Reading Conference 9. On successful application payment process and methods set out clearly for administration 	
<p>November /December</p>	<ol style="list-style-type: none"> 1. Define priority groups who want to target 2. PR collateral created 3. Create data base of potential community partnerships 4. Launch event and PR 5. Recruitment campaign across HULL for programme 6. Training for Library Champions x 5 for 3 days 7. Set up administrative process including volunteer framework, required documentation, reporting process and points of contact, 8. Set up of Website and interactive calendar 	<p>Operational Processes established and set in place</p> <p>5 library staff trained</p> <p>5 partner organisations identified to take part in taster sessions</p> <p>Materials selected which meet thematic strand</p>

PROJECT TITLE: READING ROOMS – A Legacy handover project

	<ol style="list-style-type: none"> 9. Matching of Library Champions to partners 10. Dates and times agreed for 5 x library Champions to commence in first thematic quarter MADE IN HULL 11. All Literary materials selected based on thematic quarter MADE IN HULL 12. Support and Mentoring dates agreed and feedback process agreed 13. Identification of 2nd phase Library Champions x 5 14. Identification of person who will take on role of copying materials for each group 	
<p>January-March 12 week block</p>	<ol style="list-style-type: none"> 1. Roll out of taster sessions to 5 community partner groups to ensure buy in 2. Confirmation of participation in 8 weeks delivery programme 3. Delivery Induction of 1st phase to partner organisations 4. Identification of 5 community Champions who can be trained to deliver the Reading Rooms 5. Training of 5 Library Champions 6. All Literary materials selected for second thematic quarter ROOTS and ROUTES 7. Monthly Volunteer meeting 8. Support and Mentoring dates agreed and feedback process agreed 9. Identification of 2nd phase Library Champions x 5 10. Evaluation of how first block went and lessons learnt acted upon 11. Assess continuation option to continue delivery into next phase with each group 	<p>5 active groups</p> <p>60 participants weekly for 8 weeks</p> <p>40 sessions</p> <p>60 hours of activity in total</p> <p>Recruitment of 2nd phase Library Champions x 5</p> <p>Recruitment of 5 Community Champions from 1st phase delivery groups</p>



HULL 2017 UK CITY OF CULTURE – CREATIVE COMMUNITIES PROGRAMME APPLICATION

PROJECT TITLE: READING ROOMS – A Legacy handover project

	12. Identification of Library team/staff who will take on role of providing literature and resources	
April-June 12 week block	<ol style="list-style-type: none"> 1. Roll out of taster sessions to 5 community partner groups to ensure buy in 2. Confirmation of participation in 8 weeks delivery programme 3. Delivery Induction of 2nd phase to partner organisations 4. Identification of 5 community Champions who can be trained to deliver the Reading Rooms 5. Training of 5 Library Champions 6. 50% of Literary materials selected for third thematic quarter FREEDOM carried out by VAC the other 50% selected by Library staff who have agreed to role 7. Monthly Volunteer meeting 8. Support and Mentoring dates agreed and feedback process agreed 9. Identification of 3rd phase Library Champions x 5 10. Evaluation of how first block went and lessons learnt acted upon 11. Training 	<p>15 active groups</p> <p>180 participants weekly for 8 weeks</p> <p>120 sessions 180 hours of activity in total</p> <p>Recruitment of 3rd phase Library Champions x 5</p>
JULY-SEPTEMBER 12 week Block	<ol style="list-style-type: none"> 1. Roll out of taster sessions to 5 community partner groups to ensure buy in 2. Confirmation of participation in 8 weeks delivery programme 3. Delivery Induction of 3rd phase to partner organisations 4. Identification of 5 community Champions who can be trained to deliver the Reading Rooms 	<p>25 active groups</p> <p>300 participants weekly for 8 weeks</p> <p>200 sessions 300 hours of activity in total</p> <p>Recruitment of 4th phase Library Champions x 5</p>



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	<ol style="list-style-type: none"> 5. Training of 5 Library Champions 6. Literary materials selected for third thematic quarter TELL THE WORLD 7. Monthly Volunteer meeting 8. Support and Mentoring dates agreed and feedback process agreed 9. Identification of 4th phase Library Champions x 5 10. Evaluation of how first block went and lessons learnt acted upon 11. Training 	
<p>OCTOBER-DECEMBER 12 week Block</p>	<ol style="list-style-type: none"> 1. Roll out of taster sessions to 5 community partner groups to ensure buy in 2. Confirmation of participation in 8 weeks delivery programme 3. Delivery Induction of 3rd phase to partner organisations 4. Identification of 5 community Champions who can be trained to deliver the Reading Rooms 5. Training of 5 Library Champions 6. 50% of Literary materials selected for continuation model carried out by VAC the other 50% selected by Library staff who have agreed to role 7. Monthly Volunteer meeting 8. Support and Mentoring dates agreed and feedback process agreed 9. Identification of 4th phase Library Champions x 5 10. Evaluation of how first block went and 	<p>35 active groups</p> <p>420 participants weekly for 8 weeks</p> <p>280 sessions</p> <p>420 hours of activity in total</p> <p>Recruitment of 4th phase community Champions x 5</p>



	lessons learnt acted upon	
	11. Training	