

Questions and Answers on the Pop Up Competition for Older People's Activities

What is The Mill?

If you don't already know The Mill, come and visit! We are at 7-11 Coppermill Lane, E17 7HA. You can also find information at www.themill-coppermill.org

Is the venue accessible?

The Mill has level ground floor access and a disabled public toilet. It is near public transport links (the W12 bus will stop outside on request). On-street visitor parking requires use of visitor permits or a parking meter; there is also a public car park two minutes away at the junction of Mission Grove and Blackhorse Road.

How will things work for the two hours that I have the room?

The Mill's reception is volunteer-run and volunteers' top priority is to stay on the desk and welcome people – including the people who will come to your activity. You will have the room from 2pm (when another group vacates it) and will arrange the tables and chairs how you want them. You need to vacate the room at 4pm.

Do I need to have a group of people ready?

No, but it would be useful if you have some idea of how you will recruit your participants. All activities should be open to the public.

Who should I be targetting? Define "older residents"? Can others join in?

We would define older residents as anyone 55+ although you may wish to define your target audience differently, including targetting a particular age group. Others may join in – eg younger adults – if you are happy for them to do so, but we would like to see you particularly targetting older residents. We would also like the activity to be genuinely open to the public within your target group, rather than any sort of private gathering.

Can I offer to run an activity for more or less than six weeks?

Six weeks is the maximum and our preference, so as to allow for continuity, but if you would like to run something for a little less than that, you can propose it. Better still, get together with someone else and propose a six-week combined programme.

Can I offer to run things at other times of the week?

Not under this programme, but you are welcome to get in touch about hiring the room for your activity at another time of the week. You can find out more at <http://themill-coppermill.org/about/room-hire/> or by asking at reception.

Can I store things at The Mill?

Unfortunately The Mill has very limited storage space. A small box (no more) of materials might be possible for the duration of your pop up; talk to us if you are successful and see what we can do.

Are their costs involved?

You may well have costs around publicity and other expenses; in recognition of this, the award includes not only room hire but £50 spending money.

You can cash in some of your spending money to do small-scale printing and copying for your group at The Mill, or for parking vouchers, if you want to.

Can I charge for activities?

Yes, you can charge for activities, but if you do we expect this to be modest, so that local people can access your activity and to reflect the fact that you aren't paying room hire.

Can I pay someone to deliver the activities?

Yes, you can use your £50 to pay someone to deliver the activities and/or for materials.

How will I publicise my activity?

You will need to take a lead on publicising your activity, and budget for the costs of this. We will also ask you for information so that we can help to publicise it through our networks – eg social media, email list.

What activities are not permitted at The Mill?

- Events or activities run by registered political parties.
- Acts of worship or exclusively religious groups.
- Events or activities which discriminate on grounds of gender, race, ethnic origin, national origin, disability, sexuality, religion or age in a way which creates or intensifies divisions in our community. (This does not apply to activities that seek to strengthen bonds within an already discriminated group – such as women-only support sessions).
- Events or activities which serve alcohol.
- Events or activities which unreasonably disrupt the residential neighbourhood around us (such as playing amplified music).

What evaluation information will you need?

Each activity/group will be asked to provide information about the numbers of participants (including, because this is funded by the High Street Ward Forum, the number of High Street Ward residents) and some photos of their activity, so that we can tell the council how we have spent their money. Quotes and endorsements would be great too, if anyone offers them.

If my activity is successful, can I keep going?

You won't be able to continue on the Thursday afternoon, as another activity will come after you, or with free room hire, but if things go well and you would like to we can help you afterwards to plan and budget for a long term activity.

If I'm not sure about my idea, should I apply?

By applying you are offering to run your idea if you are successful, so please make sure this is the case. But we can probably help you think through some of the final detail if you are submitting a good idea that you are keen to deliver. Feel free to get in touch before you submit your form if you are unsure.

Can I volunteer to help, but not to run an activity?

The Mill is run by the community and always welcomes new volunteers. You are very welcome to volunteer at The Mill – ask for information at Reception or see <http://themill-coppermill.org/about/volunteer/>

For this programme, you may know someone else who is putting in a proposal and want to offer to help them, or you may wish to offer to help once you see the programme of successful activities.