

Mansion House- Opening Doors HLF Activity Plan Summary

1. Introduction

We have passed Stage 1 of our bid to the Heritage Lottery Fund (HLF) for money to open up the house to the public and are now preparing detailed plans for Stage 2 with a view to submitting the bid in November 2014.

Part of these plans involves working with different audiences to raise awareness of the project, consult on the proposed plans, and trial and activities with specific audiences. The evaluation of this consultation exercise and piloting activities will feed into the Activity Plan part of the HLF bid.

2. The Aims of the Activity Plan part of the HLF bid are twofold:

A) To consult different groups/audiences on the proposed plans and activities for the Mansion House through a variety of methods including leaflets, exit surveys, on-line surveys, web and social media, focus groups, outreach, Open Days etc. These groups include:

- i. **York Residents** e.g. Friends of the Mansion House and Guildhall Residents
- ii. **Young People** e.g. Youth Council, Schools Councils, Scouts and Guides, Out of School clubs, Youth clubs
- iii. **Families** e.g. on-site family activities and off-site outreach to community centres
- iv. **Schools** – primary and secondary
- v. **Adult Education Groups** e.g. York University – Centre for Lifelong Learning, CYC Adult Learning, WEA, WI, U3A
- vi. **Special Interest Groups** e.g. local and family history groups, decorative arts societies, Friends of York Cemetery, York Georgian Society, Civic Trust, YAYAS, NADFAS, York Professionals etc.
- vii. **Hard to Reach Groups e.g.** Show Me- looked after Children, Kyra Foundation, BME new citizens
- viii. **York Council Officers & Members e.g.** Staff Development and/or Induction days and Open Days

B) To trial and evaluate activities with different groups/audiences

- i. To set up Advisory Committees as part of the long term governance structure of the project including; Young people, Residents, Teachers etc.
- ii. Set up focus groups
- iii. Pilot a range of activities with different groups including:
 1. Family activities during May half-term and summer holidays
 2. Schools activities during summer and autumn terms including democracy week
 3. Teacher days in Summer term
 4. Adult Education Groups visiting in Summer and Autumn terms and day schools during the summer
 5. Visits from special interest groups
 6. Outreach to hard to reach groups
 7. Open days and/or tours for officers and members
 8. Skills and Training Development Placements e.g. MA students from York University (Institute for Public Understanding & PGCE Students), York St. John's University (BEd students), York College etc.

3. Milestones

- i. April – completion of initial discussions, creation of evaluation matrix etc., setting up focus groups and consultation meetings, planning activities to be delivered in summer
- ii. April- August 2014 – Consultation exercises with various groups, trial of pilot activities and collection of quantitative and qualitative data/responses/comments
- iii. 30 August 2014 – end of consultation and activity period and beginning evaluation of data collected
- iv. 30 September – Evaluation completed -beginning of final draft of Activity Plan
- v. 21 October- Final draft Activity Plan and bid complete- beginning of fine tuning of bid
- vi. 21 November submit bid