

Time to Shine Project
Charity/Organisation Involvement



If you wish to go ahead with The Time to Shine Project we will need some input from you to approve certain decisions and endorse the scheme so that we can successfully apply for the funding to make it happen. This document should give you some idea of the involvement from you that will be required.

We have tried to keep your time commitment to the project to a minimum but please be aware that due to the flexible nature of our projects this may not be an exhaustive list.

- Discuss with us any specific requirements of your clients in regards to safeguarding, including appropriate venue and audience for a final performance.
- Agree dates for initial meeting with clients, timescale for rehearsals and projected performance date; you are welcome to attend any or all rehearsals and we request that you are present at the initial meeting and, of course, the final performance.
- Supply us with emergency contact details, first point of contact within your organisation and a copy of your safeguarding policy.
- We will present you with a Tailored Plan for your charity and a copy of our safeguarding policy and code of conduct; these need to be approved by you (we are happy to make amendments/additions that will be in the best interest of your clients).
- Furnish us with a letter on headed paper stating that you have approved and endorsed our Tailored Plan to create a Time to Shine Project with your clients. This must include your Registered Charity Number. We can supply you with a template text for this letter and will need it to successfully apply for the funding to go ahead with the project.
- We will supply you with a weekly report throughout the course of the Time to Shine Project detailing our progress with your clients. Particularly if you are not attending the rehearsals, please read these progress reports and keep us informed of anything that may impact on our work with your clients.
- Roll out information to your clients about the project to gather support and involvement. We can supply you with template text for emails, newsletters etc.
- Work with us and your clients to build an appropriate and safe audience for the final performance.
- It may be appropriate during a finale performance for a representative from your organisation to give a brief presentation about the work that you do and our collaboration.