

Arts Toolkit

for Activity Co-ordinators
and Care Staff



Purpose of the Toolkit

This toolkit is for staff and Activity Co-ordinators in care settings, wishing to plan and deliver arts projects. It is hoped that the Toolkit will act as a checklist and signpost for new and experienced staff to use. Members of the Older People's Arts Forum (OPAF) were consulted and contributed to the content of this toolkit.

Background to the Toolkit

This Toolkit was produced as part of the 'Music in Care Homes' project which took place in 2010 and 2011. The project included professional musicians working within four care homes and one school, and an 'Audit of music and arts activities in care settings in North-East Derbyshire'. Also, the Older People's Arts Forum was initiated: a forum for organisations or groups working with older people to promote and develop the use of arts. For more information about the Older People's Arts Forum contact Roma Gee (Older People's Arts Forum- Co-ordinator), **Email: roma.gee@virgin.net**

The 'Music in Care Homes' project was an artistic partnership between North East Derbyshire District Council (NEDDC) Arts Development and Live Music Now!, funded by the District Council, Derbyshire PCT and an ACE Grants for the Arts award.

Contents

1. Funding

2. How to find experienced musicians and artists in Derbyshire

3. Recruiting and contracting artists

4. Publicity

5. Evaluating arts projects

6. Useful contacts and links to other informative websites and resources

Thanks to residents and staff of Eckington Court, The Gables and Nethermoor Care Home. All images Roma Gee.

1. Funding

Below are some of the organisations who have funds or can signpost you to funds, which your group or centre could apply to:-

Links CVS provides support to voluntary organisations and community groups operating in Chesterfield and North East Derbyshire.

<http://www.linkscvs.org.uk> Tel: 01246 274844

Awards for All is a lottery grants scheme, funding projects from £300-£10,000

<http://www.awardsforall.org.uk> Tel: 0845 410 20 30

Derbyshire Community Foundation distributes grants to voluntary groups.

<http://www.derbyshirecommunityfoundation.co.uk> Tel: 01773 514 850

Local Parish, Town and District Council may have a funding scheme suitable for your arts activity.

Derbyshire County Council has an arts Team based at Alfreton Library

http://www.derbyshire.gov.uk/leisure/arts_entertainment

Email: arts.team@derbyshire.gov.uk Tel: 01773 831 385

Arts Council England is a national development agency for the arts in England, distributing public money.

<http://www.artscouncil.org.uk/funding/> Tel: 0845 300 6100

The Big Lottery strives to improve local communities that people live and work in. From £10,000+

<http://www.biglotteryfund.org.uk> Tel: 0207 211 1800

Trusts and Foundations

Links CVS (listed above) have more information on various funds from trusts and foundations. i.e. Midlands Co-operative Society

**<http://www.midlands.coop/index.php/society-values/charity/community-dividend/>
Tel: 01543 414 140**

2. How to find experienced musicians and artists in Derbyshire

Visit the [Artsderbyshire](http://www.artsderbyshire.org.uk) website www.artsderbyshire.org.uk and click on 'Find an artist'. Or place an advert on the artsderbyshire website, this service is free. **Email: news@artsderbyshire.org.uk**

Contact other arts organisations and societies by searching the Derbyshire Directory. This is a one-stop shop of information with more than 3,100 local groups and not-for-profit services listed.

http://www.derbyshire.gov.uk/community/community_db

Other [Arts Development Officers](#) may have local contacts or a database of artists. Visit the artsderbyshire website www.artsderbyshire.org.uk and click on 'Advice and information' and then 'Derbyshire Arts Officers'

Place an advert using the Arts Council England's 'artsjobs' email list. This service is free.

www.artsjobs.org.uk

Contact other members of the [Older Person's Arts Forum \(OPAF\)](#) for their recommendations.

[Derbyshire Arts Partnership - Arts and health website](#) at

<http://dapartsandhealth.weebly.com> and click on 'Arts & Health in Derbyshire' for a list of artists and arts organisations who work on projects which promote and support good mental health.



3. Recruiting and contracting artists

- Before you advertise, write a **Brief** (a short description of the project), deciding what the project should consist of, achieve, the timescale and budget.
- **Advertise** – using some of the contacts listed on the ‘How to find experienced musicians and artists in Derbyshire’ section
- **Meet** the artist and discuss the detail of the project
- **Check** that the artist has Public Liability Insurance (if needed), CRB check and references in place.
http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195809
CRB Helpline 0870 9090 811
- **Confirm** – write a confirmation letter covering all the details of the event. Include all the information that the artist will need:-
 - o date
 - o time (arrival time, include setting up and packing away time)
 - o duration of the performance or workshop
 - o number of people taking part (including any special needs/requirements), ask how they would like the room laid out
 - o ask if any equipment or materials are required
 - o give details of the fee (including any travel, materials expenses and VAT) and information on how this fee will be paid
 - o Information about any evaluation requirements
- After the event, contact the artist and give them **feedback** from the evaluation.

4. Publicity

Before the project

- Create interest for the project with participants and families, by producing a display on notice boards
- Ask artists for publicity photos/images of their work or their workshops with similar groups for pre-publicity(check any copyright implications)
- Obtain images of similar work from the internet(check any copyright implications)
- Write an article for a newsletter and radio station or local parish magazine
- Send information to your organisation's email group and website
- Write a press release for a local newspaper

During the project

- Arrange for a local newspaper photographer to take photos(check permission/consent forms are in place)
- Take your own photos (check permission/consent forms are in place)

After the project

- Update the pre-publicity display board – with photos and comments from participants
- Display any artwork from the project
- Send information to update for organisation's website, newsletter and email list



5. Evaluating arts projects

Who should do it?

The activity co-ordinator, other members of staff, volunteers, Trustees, peer staff (other members of OPAF) and consultant/s.

How?

Make an evaluation plan. This may include one or more of the following:-

- Interviews with participants – individually or in a group
- Questionnaires – depending on the ability of participants, this may be a task you do together
- Targets – make a paper target and ask participants indicate how they rate a project
- Post-it walls – comments and quotes are written on post-it notes and stuck on the wall for participants and others to read
- Photos – these can be made into a display after the project
- Video – record sessions/performances and the responses to them
- ‘Evaluation Diary’ – note the responses and reactions from participants

What?

- Counting - number of participants, sessions, length of sessions
- Observing – any changes in behaviour of individuals and groups
- Recording responses - photos, video clips, in diaries
- Talking – individuals and group
- Collecting information – interviews and questionnaires

When?

- Before – measure expectations
- During – immediate response
- After – memory of event (photos and video are useful for recalling responses)

Afterwards

- Collate images, participants work and feedback in exhibition/display photos and quotes from residents/clients
- Sharing the findings of your evaluation with management and staff at staff meetings. This will help to build confidence and the profile of activity co-ordinators and other staff and the organisation
- Give feedback on the results to the people who have taken part

6. Useful contacts and links to other informative websites and resources

artsderbyshire website the one-stop shop for arts activities and news across Derbyshire. www.artsderbyshire.org.uk

National Association for Providers of Activities for Older People (NAPA) provides a magazine, an on-line shop, training and consultancy services. The website provides a free download of an audit/assessment tool that will help managers to review their activity provision. www.napa-activities.co.uk
Tel: 0207 078 9375

Jabadao – offer an online catalogue with kits for older people’s activity and also training courses. www.jabadao.org **Tel: 0113 236 3311**

Lost Chord – a charity which organises interactive music performances in care settings especially for dementia sufferers.
www.lost-chord.org.uk based in Rotherham **Tel: 01709 811160**

First Taste – is a charity which runs educational arts activities for older people in the Derbyshire Dales and training for care workers. They offer an audio cassette tape ‘Music to Move’ and a follow-up CD ‘More Music to Move’ with gentle exercises to music. www.firsttastecharity.co.uk **Tel: 01629 733 849**

Live Music Now is a provider of live music in a variety of settings including care establishments, with a resource of specially trained musicians.
www.livemusicnow.org.uk **Tel: (01925) 754231 Email: nw.england@livemusicnow.org**

Consortium Care is an organisation which stock a wide range of activity items, including indoor and outdoor games, reminiscence, crafts, musical instruments and resources for care homes www.consortiumcare.co.uk
Tel: 08453 66 88 22

North East
Derbyshire
District Council 



LOTTERY FUNDED

Derbyshire County 
Primary Care Trust

All information correct at time of printing – please check as details may change