

# HELIX ARTS.

## Project Scoping Document

### Aim

Describe the overall purpose of the project – be SMART!

### Need

What is the need for the project?

How does it relate to local drivers?

### Impact

Who will benefit from this project?

How will they benefit (outcomes)?

How many will benefit (outputs)?

### What do you want to do?

What are the activities?

How will you decide which art form is most appropriate?

### Participant recruitment

How will you recruit participants and who can help with this?

### Artist recruitment

How will you recruit your artist /producer (open, semi-closed, closed?)

### Timescales

What is the timescale for the planning and development?

What is the timescale for delivery?

### Resources

Draft a budget to include:

- Artist fees
- Artist materials and equipment
- Venue Hire
- Artwork production costs
- Exhibition/event costs including installation
- Marketing and PR
- Documentation
- Evaluation (if external)
- Travel and expenses (if required)
- YOUR TIME!!!