



Customising the award winning young person's guide to tenancy sustainment for your area: Conditions and Costs

My Space My Place, winner of the UK housing award for outstanding achievement award in social housing in Scotland 2006, is an accessible guide aimed at young people preparing for and undertaking the challenge of independent living. It was developed by the Scottish Council for Single Homeless in close consultation with young people and launched in November 2005. The resource reflects the Scottish housing system and makes extensive use of Scottish language and context. This, amongst a range of other features, has made it very popular with young people and workers in Scotland. It can be previewed at: www.scsch.org.uk

The Scottish Council for Single Homeless would be delighted for agencies or consortia of agencies outwith Scotland to customise **My Space My Place** for their own areas subject to the following conditions:

Conditions

1. The customer will be able to demonstrate that their customised guide has been rigorously checked for accuracy.
2. The customer will be able to demonstrate that it has consulted young people on the use of language / tone / local context etc. to ensure that the customised guide meets their needs.
3. The customer will be able to demonstrate that it has consulted with workers on the use of language / tone / names / themes / issues etc. to ensure that the customised guide is appropriate for young people in their area.
4. The customer will submit pre-production drafts to the Scottish Council for Single Homeless to ensure that standards of clarity and youth friendliness have been maintained.
5. The design and illustrations will only be used for producing and promoting a customised version of the guide for a particular area and for no other purpose, e.g. they won't be used for other information or advice material.
6. The design, basic content (e.g. approach, choice and sequence of topics), and illustrations will remain copyright of Scottish Council for Single Homeless.

Costs

1. SCSH will charge a fee of £250 for the use of the design / layout / illustrations / basic content of the guide. In return for this fee the customer can be provided with the InDesign master files for the resource which can then be edited as appropriate. This fee will entitle the customer to produce up to 250 guides. Each additional guide produced beyond the initial 250, will incur a licensing fee of 25p.
2. SCSH will charge a one-off fee of £500 for assessing submitted materials to ensure that they meet conditions 1-6. SCSH will provide written feedback on any issues of clarity and youth friendliness in the writing of the guide. SCSH will also provide basic advice on customising and printing as required, e.g. sourcing the production of the carry cases for the guide.
3. SCSH can offer consultancy to support / undertake customisation of the guide (including design, writing, consultation, print management, importing etc.) at a fixed rate of £350/day.

Note: In order to ensure reasonable unit costs for My Space My Place, SCSH has found it necessary to produce guides in runs of no less than 3000. Production costs may vary. Customers can arrange print/production themselves or contract SCSH to manage print/production. VAT is not chargeable on fees as SCSH is not VAT registered.

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