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| --- | --- |
| **Name of project** |  |
| **Location of project** |  |
| **Start date** |  |
| **Finish date** |  |
| **Urgency & Margin for Delay (of Start Date)** |  |
| **Project managers’ contact details** |  |
| **Description of project work to be funded**  **(50 word summary)** |  |
| **Estimated total cost (see budget below for details)** |  |
| **Who are we (brief history, aims, objectives) 150 words max** |  |
| **Funded Work Description (Capital element if applicable)** |  |
| **Funded Work Description (Revenue element if applicable)** |  |
| **Who are the beneficiaries? (Direct and indirect)** |  |
| **How many will benefit?** |  |
| **How will they benefit (*general*)**  **What difference will occur (the park will be in better condition, young people will gain skills, older people will be less isolated)** |  |
| **Evidence of need/why (urgency i.e. structural condition?)** |  |
| **Where will it happen? (Specific)** |  |
| **How will each element happen?**  **(Timeline, or steps to take. If known.)** |  |
| **Why are we best placed to deliver it?** |  |
| **What are the short and long term impacts/outcomes of doing it?**  **(i.e. the community will have a central meeting place; individuals will gain skills to make them more employable)** |  |
| **What are the short/long term impacts/outcomes of NOT doing it?** |  |
| **Specific outputs of project (i.e., how many young people will acquire what skills over what time period, how many new park benches will be installed, how often will maintenance be carried out, etc.)** |  |
| **How will we monitor and evaluate it? What statistics will we gather? Is there a baseline needed?** |  |
| **Estimated budget: Attach quotations if available.** | **Change categories if necessary/capital projects** |
| *Repair and Conservation Work* |  |
| *Building Work* |  |
| *Professional Fees related to above work* |  |
| *Equipment (including hardware)* |  |
| *Materials* |  |
| *Other capital costs* |  |
| ***Sub Total Capital Costs*** |  |
| *In Kind contribution (valued in £)* |  |
| *Contingency* |  |
| *Overheads, full cost recovery (work out separately) @ 10% of pre-VAT total* |  |
| *VAT (recoverable/****non-recoverable****)* |  |
| ***Sub Total*** |  |
| *In Kind contribution (valued in £) secured* |  |
| *Our organisational contribution (cash/in kind)* |  |
| **TOTAL** |  |
| Annual/additional/ongoing costs (ie. utilities, Maintenance, operational budgets impact) – *description + amount + impact on revenue* |  |
| **What potential funders have already been identified?** |  |
| **Have you applied anywhere else for funding for this project? Please give details.** |  |
| **What funding has already been confirmed?** |  |
| **Naming/Branding opportunities, Project Launch options (guests), donor involvement/volunteering opportunities** |  |

**Approval:**

***Organisational/Board of Trustee etc. (Name/Job Title please print):***

***……………………………………………………………………………………***

***Organisational/Board of Trustee etc. signature:***

***……………………………………………………………………………..***

***Date*:** ...............................................................