



**PROCEDURES FOR OUTSIDE BODIES (THIS INCLUDES INDIVIDUALS, ORGANISATIONS, OTHER COUNCILS) WHEN APPROACHING THE TOWN COUNCIL FOR SUPPORT FOR FUTURE PROJECTS INCLUDING S106 REQUESTS**

**Please note that 21 days' notice is required to return this form before it can be presented to Amenities and General Purposes Committee**

**INDIVIDUAL PROJECT SHEET**

<b>Applicant Organisation</b>	
<b>Name of Project</b>	
<b>Project Manager/Applicant</b>	
<b>Date of Application</b>	



## 1. POLICIES

**How far does the project contribute towards the Town Council's Priorities?**

No links to priorities identified	
Links to one priority identified	
Links to more than one priority identified	

**Comments:**

## 2. DEMAND AND NEED

**Has there been a high level of expressed demand for the project?**

No evidence submitted	
Some letters of support	
Evidence that some research into demand carried out	
Evidence that views have been obtained from existing and potential new users	
Evidence of demand through consultation with the local community	

**Comments:**



### 3. NEARBY FACILITIES

**If there is another facility nearby, is there clear evidence given to explain why another facility in this location is needed?**

Nearby facility and no evidence provided to explain why another facility is required	
Nearby facility and some evidence provided to explain need for another facility	
No similar facility nearby	

**Comments:**

### 4. USAGE

**Will the project have a high value for the local community?**

No evidence submitted	
Project will provide new facilities/activities which were not previously available	
Project will enable provision of facilities to meet statutory regulations, eg disabled facilities	
Project will enable participation by a greater number of people	
Combination of the above	

**Comments:**



## 5. FUNDING PACKAGE

**Does the project have a sound financial basis?**

No evidence submitted	
Details provided of some other confirmed funding but package not complete	
Details provided of match funding in place	
As above plus details explaining how the project will be sustained/ maintained after grant funding finishes	

**Comments:**

## 6. ORGANISATIONAL POLICIES

**Does the applicant organisation have a Child Protection Policy, Open Access Policy and Equal Opportunities Policy**

No evidence provided	
One policy in place and/or submitted	
Two policies in place and/or submitted	
All of the above policies in place and submitted	

**Comments:**



## 7. OTHER RELEVANT CONSIDERATIONS

Do you have a dedicated project manager?	
Who have you consulted about the proposed project?	
Does your group own the land or do you have evidence of landlord approval?	
Do you have detailed designs? (Not required to be submitted at this stage).	
How have cost estimates been calculated and what other funding do you have for the proposed project?	
Would it (once completed) be open to everyone/all sections of the community?	
Would your organisation meet the project's future running and maintenance costs?	
Ownership of the project: who will hold a licence, if required	
Have Health and Safety requirements of the project been considered?	
Have Environmental aspects of the project been considered?	
Is Public Liability Insurance needed?	
Have conservation/heritage aspects of the project been considered?	
Information about your awareness of risks and what your organisation is doing about them can help to provide confidence that your proposals are realistic	

### Comments:



## 8. OTHER RELEVANT CONSIDERATIONS

Have you considered the possible increased running costs associated with this project?

No change       Yes – please provide details on a separate sheet or business plan

Please state how you intend to finance the project (if you are not applying for 100% funding). List all sources:

Income Source	Amount £	Confirmed	Awaiting decision	Rejected
Amount requested from Section 106		*Total income should match total expenditure		
Existing funds				
TOTAL*				

Comments:

## 9. DO YOU HAVE THE FOLLOWING CONSENTS?

Outline Planning Permission	<input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO	Listed Building Consent	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Detailed Planning Permission	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fire Regulation Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Building Regulation Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other necessary consents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (please specify)

Comments: