



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 the Amenities and Environment Committee

INDIVIDUAL PROJECT SHEET

| | |
|----------------------------------|--|
| Applicant Organisation | |
| Name of Project | |
| Project Manager/Applicant | |
| Date of Application | |



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"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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: