## HeartOfPitsea-1

**PROJECT PROPOSAL FORM**

*Our vision is for an engaged community that creates opportunities for everyone*

*and feels good about itself.*



1. **NAME OF ORGANISATION** - *If you are a registered company or charity, please also provide the appropriate number.*

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1. **TYPE OF ORGANISATION** – *Community group, non-profit organisation, Community Interest Company/Organisation, business, etc.*

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1. **AIM OR PURPOSE OF YOUR ORGANISATION** – *Using no more than 150 words*, p*lease detail your primary objectives. Attach a copy of your constitution or governing document if you have one.*

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1. **CONTACT DETAILS**

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| NAME (main contact for this application): |
| ADDRESS: |
|  |
| POST CODE: |
| TEL: |
| E-MAIL: |

1. **PROJECT TITLE** - *This will confirm the project’s formal identity.*

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1. **PROJECT STATEMENT** – *This will state in clear terms what the purpose of the project is, what it will achieve and which of our themes it meets. Please use no more than 150 words.*

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1. **PROJECT OBJECTIVES** – *This will pinpoint the main objectives of the project. These should be bullet-points.*

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1. **PROJECT SPECIFIC OBJECTIVES** – *This will provide greater detail of the project’s main objectives and deliverables. This should include how many people you expect to directly or indirectly benefit from your project. You may use up to 500 words maximum.*

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1. **PROJECT BUDGET** – *This will give a basic breakdown on expected expenditure. You are advised to refer to our Big Local Plan to see financial allocations for our objectives.*

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| **DESCRIPTION** | **PROJECTED COST** |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
|  | £0.00 |
| **TOTAL** | £0.00 |

1. **ORGANISATION CONTRIBUTION** – *This will detail the budget-related contributions made by your organisation.*

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| **DESCRIPTION** | **VALUE** |
| MATCHED/PART FUNDING *(e.g. financial contribution from your own organisation or funding bodies)* | £0.00 |
| IN-KIND FUNDING *(e.g. services or resources such as venue hire or professional work offered for free or at a reduced rate)* | £0.00 |
| VOLUNTEER TIME *(e.g. volunteer hours are acceptable at the current standard rate of £11.09 per hr)* | £0.00 |
| PROJECTED INCOME *(e.g. subscriptions, ticket sales, entry fees, product sales)* | £0.00 |
| **TOTAL** | £0.00 |

11. **HEART OF PITSEA CONTRIBUTION** – *This will detail the financial resources you are requesting for your project from Heart of Pitsea.*

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12. **PROJECT MONITORING & EVALUATION** – *You will be expected to use our online monitoring and evaluation tool. What additional methods will you use to* *monitor and evaluate your project?*

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13. **PROJECT TIMEFRAMES** – *This will outline timeframes for project planning, delivery and milestones.*

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**PROPOSAL SUBMISSION DATE:**