

DEVON REINVESTMENT SERVICE PROJECT BACKGROUND INFORMATION

Thank you for taking this time to complete this form – the information you supply will be used as a reference tool for us to assess how we can best help you achieve your group's aspirations & goals. This may involve direct involvement of the Devon Reinvestment Service partners or signposting to other agencies and sources of support. Please fill in as much of the form as possible and send it to us at the address below:

Devon Reinvestment Service, AB2, Lucombe House, County Hall, Exeter EX2 4QW

reinvest@devon.gov.uk

1. BACKGROUND TO YOUR GROUP/ORGANISATION:	
Name of your group:	
Project Summary:	<i>(Briefly describe the project that requires support in a couple of sentences)</i>
Location:	<i>(What area will the project serve?)</i>
Contact Details:	<i>(Please provide the main contact for future correspondence, including name, telephone & email/website details)</i>
Main aim of your group:	<i>(Briefly state your group's aim/vision/mission)</i>
Formation:	<i>(State when & why your group was formed, who manages it & whether it is accountable to any other body, e.g. Board of Trustees, and/or has a written constitution)</i>
Employees/ Volunteers:	<i>(How many employees/volunteers are associated with your group/project? Provide a brief description of their main duties)</i>
Funding:	<i>(How is the group currently funded? Are you seeking additional funding to cover running costs now?)</i>

2. DETAILS OF YOUR PROJECT:	
Long Term Objective(s)	<i>(Please state what are the key long-term objectives of implementing your project)</i>
Short Term Objective(s)	<i>(State what shorter term benefits could be achieved during implementation; e.g first phase developments)</i>
Does the project have potential to create new employment and/or to safeguard existing jobs? <i>(If yes, please state how many & type of work)</i>	

Does the project have potential to provide training, skill development or work experience opportunities? (If yes, please state how many & type of training, work experience might be provided?)

Will the project involve creating new facilities and/or safeguarding existing facilities? (If yes, please provide brief description)

Do you know who currently owns the buildings and/or land? (Please state who if known)

What evidence does your group have of local support for the project? (Please briefly state the results of any consultation activities you have conducted or other forms of local support you have obtained)

What is your group's best estimate of timescales to deliver the project?

What is your group's best estimate of £ needed to deliver the project? (Please give an assessment of £ required for feasibility studies, business planning & full project implementation)

3. SUPPORT REQUIREMENTS FOR YOUR PROJECT:

Funding Advice - Do you require further advice on possible funding sources? Have you considered other ways of funding your project, e.g. loan finance?

Feasibility Studies - Have you started to formulate a feasibility study? Do you require further help to complete this work? Have you estimated the costs associated with this activity?

Business Advice & Planning – Would access to further business planning advice assist your project planning?

Will your project require planning permission to proceed? (If yes, has this been applied for/ when will this be submitted?)

Other technical support & advice – What other professional/technical support does your project require at this stage? (e.g. architects, legal, financial planning, marketing)