# 

# COMMUNITY BUSINESS PLAN SUBMISSION

## IN RESPECT OF THE USE OF THE COMMUNITY SPACE AT ROYAL EXCHANGE KINGSTON

## please direct any queries to anna sheldon via email

## this submission form should be SUBMITTED to Anna Sheldon via email or post ([anna.sheldon@stgeorgeplc.com](mailto:anna.sheldon@stgeorgeplc.com)) (Postal address below)

COMMUNITY ORGANISATION

|  |  |
| --- | --- |
| ORGANISATION |  |
| CHARITY NUMBER |  |
| ADDRESS |  |
| contact details | TELEPHONE \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ EMAIL \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ WEBSITE \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ CONTACT [NAME AND POSITION] \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |
| MISSION & OBJECTIVES |  |
| BENEFITS TO THE COMMUNITY |  |
| location & AREAS OF OPERATION |  |
| projects / services or  activities |  |
| partner, funders or sponsors |  |
| TRUSTEES & GOVERNANCE STRUCTURE |  |
| current BUSINESSS accomodation |  |
| SCALE OF BUSINESS |  |
| NUMBER OF EMPLOYEES  [WITHIN THE BUSINESS] |  |

PROPOSED USAGE OF THE ROYAL EXCHANGE COMMUNITY SPACE

|  |  |
| --- | --- |
| DESCRIPTION & TYPE OF USAGE |  |
| projects / services or  activities  [ENVISAGED AT THE COMMUNITY SPACE] |  |
| HOURS OF USAGE [WEEKDAY/WEEKEND] |  |
| NUMBER OF EMPLOYEES  [ENVISAGED AT THE COMMUNITY SPACE] |  |
| NUMBER OF VISITORS [DAILY/WEEKLY] |  |
| NUMBER OF DELIVERIES [DAILY/WEEKLY] |  |
| RELEVANT INSURANCE |  |
|  |  |

5-year business plan

|  |
| --- |
| [Maximum 500 words]  Possible considerations:   * *What goals does your organisation hold for the next 5 years?* * *How do you envisage the operations of your organisation to develop or change over the next 5 years?* * *Do you envisage growth in the scale of the organisation over the next 5 years?* * *How would the Community Space at Royal Exchange support your organisation’s goals or aspirations plans for development / growth / change?* * *Are there any risks or issues that could affect how your organisation operates?* * *How do you anticipate the financial income of your organisation will be sourced over the next 5 years? Eg. Donations / legacies, charitable activities, other trading activities, investments.* * *How and where do you expect your organisation to spend/allocate its income?* * *If possible, please include any available financial data to support your Business Plan and to evidence sufficient financial covenant to enter into the 25 year lease term.* |