



ROYAL EXCHANGE

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) (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.*

