**New Project Questionnaire**

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| **Key details** | |
| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Email** |  |
| **Phone Number** |  |
| **Venue name** |  |
| **Location Address** |  |
| **Partner(s)** |  |
| **Target group of guests** |  |

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| **Areas of Impact** | |
| **Please provide a description of local communities** |  |
| **Please provide examples of food poverty within your area -** *e.g food banks, high unemployment* any stats & figures are welcomed |  |
| **Please provide examples of issues of social isolation within your area -** e.g. aging population, large amounts of homelessness any stats & figures are welcomed |  |
| **Please state any similar local services -** e.g. Age UK befriending service, foodbanks*Include the day, time, location and offering* |  |

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| Financial considerations | |
| **Rental costs of venue –** *we work on a triple donation policy of donated food, volunteers time and space and would ideally look for a donation in space* |  |
| **Ideas for fundraising –**  *We encourage each hub to raise £2,500 each year, examples would include pop up events, discos soups etc* |  |

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| **Volunteers and Surplus Food** | |
| **Local public transport -** *How easy is it to get to the venue? For* *guests, volunteers and food supply?* |  |
| **What is the potential availability of surplus food** | Consider:   * Number and variety of food suppliers – supermarkets, local shops or markets. * Distance of food suppliers from venue, e.g. will cars or taxis be needed. |
| **Do you have existing groups / service users who would be willing to volunteer?** |  |
| **Start of Project –** when would you like to start your FoodCycle project? *Please bear in mind that it takes 3 months on average to start a project* |  |

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| **Additional information** |
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FRANCHISE PARTNERS ONLY

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| Key details | |
| **Business Status** |  |
| **How did you hear about the franchise programme?** |  |
| **Partner(s) - if applicable** |  |
| **Geographical Areas of Interest** |  |
| **How many hubs are you looking to open?** |  |

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| Financial considerations | |
| **How do you plan to fund the project?** Initial set up fee: £1,200 +VAT  Management fee – once project is operational (paid in monthly instalments): £208+VAT |  |
| **Potential for income generation** | E.g. Local trusts and foundations, Local Universities and RAG |

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| Other resource considerations | |
| **Please explain your organistion aims and how they align with FoodCycle’s aims** |  |

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| **Additional information** |
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FoodCycle Office Use Only

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| Key details | |
| **Hub name** |  |
| **Directly Delivered or Franchise?** |  |
| **Partner(s)** |  |

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| Financial considerations | |
| **Likely level of volunteer expenses** |  |
| **Potential for income generation** | E.g. Local trusts and foundations, Local Universities and RAG |

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| Other resource considerations | |
| **Distance from FoodCycle central** |  |
| **Capacity to recruit Hub Leaders** |  |

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| Risks  Are there any foreseeable risks to FoodCycle in the following areas? | |
| **Operational risks** |  |
| **Financial risks** |  |
| **Reputational risks** |  |
| **Strategic risks** |  |
| **Safeguarding risks** |  |

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| **Additional information** |
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Project approval:

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| **Signature** | | **Date** |
| **Head of Programmes** |  |  |
| **CEO** |  |  |