



## **NEW PROJECT QUESTIONNAIRE**

<b>KEY DETAILS</b>	
<b>Name</b>	
<b>Job Title</b>	
<b>Organisation</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Venue name</b>	
<b>Location Address</b>	
<b>Partner(s)</b>	
<b>Target group of guests</b>	

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

<b>FINANCIAL CONSIDERATIONS</b>	
<b>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</b>	
<b>Ideas for fundraising –</b>	

<p><i>We encourage each hub to raise £2,500 each year, examples would include pop up events, discos soups etc</i></p>	
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<b><i>VOLUNTEERS AND SURPLUS FOOD</i></b>	
<p><b>Local public transport</b> - <i>How easy is it to get to the venue? For guests, volunteers and food supply?</i></p>	
<p><b>What is the potential availability of surplus food</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Number and variety of food suppliers – supermarkets, local shops or markets.</li> <li>• Distance of food suppliers from venue, e.g. will cars or taxis be needed.</li> </ul>
<p><b>Do you have existing groups / service users who would be willing to volunteer?</b></p>	
<p><b>Start of Project –</b> when would you like to start your FoodCycle project? <i>Please bear in mind that it takes 3 months on average to start a project</i></p>	

<b><i>ADDITIONAL INFORMATION</i></b>

## FRANCHISE PARTNERS ONLY

<i>KEY DETAILS</i>	
<b>Business Status</b>	
<b>How did you hear about the franchise programme?</b>	
<b>Partner(s) - if applicable</b>	
<b>Geographical Areas of Interest</b>	
<b>How many hubs are you looking to open?</b>	

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

<i>OTHER RESOURCE CONSIDERATIONS</i>	
<b>Please explain your organisation aims and how they align with FoodCycle's aims</b>	

<i>ADDITIONAL INFORMATION</i>	

**FOODCYCLE OFFICE USE ONLY**

<i>KEY DETAILS</i>	
Hub name	
Directly Delivered or Franchise?	
Partner(s)	

<i>FINANCIAL CONSIDERATIONS</i>	
Likely level of volunteer expenses	
Potential for income generation	E.g. Local trusts and foundations, Local Universities and RAG

<i>OTHER RESOURCE CONSIDERATIONS</i>	
Distance from FoodCycle central	
Capacity to recruit Hub Leaders	

<i>RISKS</i>	
Are there any foreseeable risks to FoodCycle in the following areas?	
Operational risks	
Financial risks	
Reputational risks	
Strategic risks	
Safeguarding risks	

<i>ADDITIONAL INFORMATION</i>

Project approval:

	<b>Signature</b>	<b>Date</b>
Head of Programmes		
CEO		