

Project description

Note: This form has two purposes. It is used to describe potential HA/HNF projects prior to approval by the HA committee. It is also used to describe Headington projects for which City Council CIL funding is requested.

Title:	
Project sponsor:	Date:
Outline description:	
Project objectives/outcomes:	
Relevance to organisational objectives/policies:	
Main tasks:	
Resources	
People (including other parties):	
Money:	
Other:	
Sources of finance:	
Timescale:	
Responsible party (Headington Action/Headington Neighbourhood Forum/other):	
If 'other':	
What are the organisation's annual turnover and capital assets?	
What other organisations have been, or will be, approached for funding?	
Marketing and branding:	
Maintenance:	
Main risks:	
Monitoring and reporting:	
Other comments:	