

Guidance notes for form completion

Title:	Short title by which the project will be known.
Project sponsor:	Name of person (not organisation) who has initiated the project.
Outline description:	Short description so others not associated with the project can understand its remit and scope.
Details of consultation:	Whenever possible the sponsor should provide details of consultation with relevant stakeholders undertaken by themselves or others.
Project objectives/outcomes:	What the project seeks to achieve in realistic measurable terms.
Relevance to organisational objectives/policies:	The relevance of the project to the aims and objectives of Headington Neighbourhood Forum and/or Headington Action.
Main tasks:	A list of the main tasks. If appropriate an initial project plan may be appended.
Resources People (including other parties): Money: Other:	<p>A detailed listing of the project's needs in terms of people, money and other things.</p> <p>Include cost of volunteer time if appropriate, using rates published by Oxford City Council (grants applications):</p> <ul style="list-style-type: none"> • Project manager £21 per hour • Coordinator/researcher £19 per hour • Administrator £12 per hour
Sources of finance:	<p>Where the above money will come from. If CIL money is sought, then:</p> <ol style="list-style-type: none"> a) A statement of relevance to planning policies must be included. b) Two or more quotes from suppliers must be obtained (or a statement added why this was not possible). Preferably one of the suppliers should be local.
Timescale:	Proposed milestones and dates of main deliverables.
Responsible party (HA/HNF/other):	Which organisation is legally responsible for the project's execution? This is not necessarily the commissioning party.
Marketing and branding:	How the project might be promoted and branded.

Maintenance:	How the outputs of the project will be maintained.
Main risks:	Main risks to achieving the project's outputs.
Monitoring and reporting:	What will be monitored and to whom will this information be reported.
Other comments:	Anytime else of relevance at this stage.

25 February 2022