

**RIPON TOGETHER  
PROJECT PROPOSAL FORM**

**1. Name of Project:**

**2. Brief Description:**

**3. Aims:**

(Specify exactly what the project is intended to achieve. This must fit in with Ripon Together objectives. **In particular it should include any information on how this project will foster inclusivity**).

**4. Detail of what is involved:**

(The more detail you can give the less chance of queries and consequent delay)

**5. Alternatives Considered:**

(If there were other ways of going about the project, why did you reject those and choose this?)

**6. Timescale:**

(Specify start date, completion date and any particularly important dates along the way)

**7. Expenditure:**

(Give full breakdown of timing and size of costs, indicating level of confidence of those costs – quote/estimate/guess - and whether any might be met from other sources (e.g. sponsorship)).

**8. Income:**

(Is there any scope for generating revenue for Ripon Together, if so please specify)

**9. Other Organisations:**

(If this is a joint project, what other organisations are involved and how?)

<b>10. Funding offered from elsewhere:</b> (If other organisations are willing to contribute - how much, what for, any provisos?)	
<b>11. Promotion &amp; Publicity</b> (What are your plans to promote the project?)	
<b>12. Project Team Leader:</b> (The leader is responsible for delivering the project on time, controlling expenditure and regular progress reports)	
<b>13. Other Project Team Members:</b> (List everyone who is working on this project, and their specific role if any)	
<b>14. Skills Check:</b> (Refer to Appendix. List all the skills this project will need and indicate who on the team has them)	
<b>15. Success Criteria:</b> (How will you measure the success of the project?)	
<b>16. Any other Relevant Information:</b>	
<b>Adopted as a Ripon Together Project:</b>	<b>Agreed Budget:</b> £
<b>Signed by</b>  On behalf of the Ripon Together Board	<b>Date:</b>

## **APPENDIX 1: SKILLS LIST**

Use the suggestions below to draw up a list of the skills and experience needed for your project. Make sure there is someone on your team who can cover them, or that you have some other arrangement in place.

### **Publicity:**

Press releases  
Radio interviews  
Graphic design  
Website design  
Social media

### **Business and Financial Experience:**

Business Planning  
Cost Control  
Project Management  
Marketing

### **Other Professional Experience:**

Legal  
Planning  
Architecture  
Town Centre Management  
Traffic Management  
Security, Crowd Control  
Health & Safety, First Aid  
Licencing  
Insurance  
Public Transport  
Environmental  
Engineering  
Construction

### **Good Links with:**

Retailers  
Market Traders  
Pub, Café, Restaurant Owners  
Commercial Landlords  
Accommodation Providers  
Major Employers  
Young people  
Schools & colleges  
Voluntary and community Groups  
Cathedral and churches  
Leisure venues  
Festivals  
Artists  
Musicians  
Entertainers

### **Other:**

Negotiating skills

**IMPORTANT:** This is not the last word, your project may need additional skills not listed above!