

PROPOSAL FORM

Thanks for taking an interest in Open Poplar. Before completing this form, please check out the spaces available at openpoplar.com/space. Please take a look at the frequently asked questions at openpoplar.com/faqs/ too.

Please send your completed form to info@openpoplar.com no later than **Monday 10th April 2017**. We'll be in touch by the end of May once we've reviewed all proposals to let you know if we think we can work with you to help you realise your idea. If you are not successful this time, don't be disheartened. We will be issuing further calls for proposals in the future as more spaces become available.

Proposal name

Please tell us the name of your proposal.

Space name

Tell us the name of the space you would like to use. If you are interested in more than one space, or have no specific space in mind, let us know

Your idea

What do you want to do with the space? How will you change or use the space to make it work for your idea? How will it benefit Poplar and its people?

Business planning

Who will use your space? Who will (and won't) pay to use your space? What organisations will you work with to deliver your idea? What research have you done into the market for your idea? What sources of funding are you proposing to access or do you have in place to realise your idea?

About you / your organisation

What is your background and experience and why do you think that you're the right person / organisation for Poplar?

Space requirements

If we can't offer you the space you're most interested in, would you consider taking another space? Please tell us a bit about the type of thing you need - size, timings (do you need it all the time or just a few hours each week?) do you need to be close to transport, or have access to parking? How long do you need it for? What hours will you operate? Do you need a space for delivery vehicles or for loading? Will you be operating any machinery within the space? Any other requirements?

Funding and finances

We expect that people and organisations making use of spaces will be able to contribute towards the cost. Some of this will be straightforward rentals, for other spaces some work may be required to bring it into use. A guide price has been given for each space. For the right project, we can be flexible about costs - for example by reducing the guide price if you are putting work in to renovate the space. Please tell us what you could contribute towards the cost of the space - both any renovation costs and ongoing costs – and how you will fund this:

Please tell us how much rent you can pay each month:

Your contact details

Name:

Phone number:

Email address:

Postal address:

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