

Community Buildings Programme Stage 1

Telephone Interview Agenda

Time: 10am  
2007

Date: Thursday 12<sup>th</sup> July

**Name of Organisation: Little Eaton Parish Council**

**Main Contact: Simon Downing**

**Grants Officer: Sally Clarke**

- Introduction - confirm the purpose of call and who is in attendance
- Questions  
The grants officer will ask the main contact questions in response to the application form and any supporting documents. In particular, the grants officer will be seeking clarification on the following general areas:
  1. The need for your project and how you identified this
  2. The project outcomes and how they address the need
  3. The options appraisal
  4. The project outcomes and how they relate to the Community Buildings Programme Outcomes
  5. Your organisation's experience and capacity to deliver the project
  6. The plans you have to manage, monitor and evaluate the project - both in construction and post-construction
  7. The project budget
  8. Your partners and stakeholders
  9. Your organisation's approach to equality and diversity
- What happens next in the assessment process - the grants officer will summarise what the next steps are and when decisions are likely to be made
- Follow-up and conclusion - the grants officer and main contact will agree timescales for any further information to be provided (if applicable)