**MAKE @ Story Garden**

1. **Project Proposal Form**

**About this form**

This proposal form is here to help you to put forward projects and activities at MAKE @ Story Garden. Everyone is welcome to propose a project or activity at MAKE @ Story Garden. You can use this proposal form if you are an individual, community organisation, project partner, or any other group. This form is here to ensure that the project you would like to run meets our principles as a community-centred space and fits MAKE resources (space, materials, equipment, staffing).

This not a grant application form or funding application form. MAKE cannot provide funding for your project. The basis for your project is that the activities you develop will be able to pay for themselves. This includes anything you need beyond the resources that are available at MAKE. Please read the MAKE handbook to learn about resources that are available. [makeatsomerstown.com/](https://makeatsomerstown.com/)

**Principles for working in MAKE @ Story Garden**

The proposal must contribute to at least one of the MAKE objectives. If you do not feel your idea fits one of these areas, please discuss it with us.

* **Improve social cohesion and well-being**
* **Widen access to arts and culture**
* **Support local communities to address societal challenges**
* **Increase employability and entrepreneurship**
* **Support delivery of Camden’s STEAM Education agenda\***

\*STEAM Education is an approach that uses Science, Technology, Engineering, the Arts and Mathematics as access points for learning.

**About your activity:**

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| 1. **Name of project/activity:**
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| 1. **Organisation/group name:**

Please say if you are submitting on behalf of an organisation, community group or as an individual. |
| 1. **Contact Details:**

Please provide an email address and contact number. |
| 1. **Do you have any project partners?**

Include groups/organisations/people who are giving expertise, time, and facilities. |
| 1. **What are the aims of your proposed activity? (150 words max)**

(150 words max) Briefly, describe what you plan to do including the things you will make or do as part of the project or activities. Include specific facts and details as much as you can. |
| 1. **Will you need any specialist technical or facilitation support? If so in what area? Do you have budget to support this?**

This is to help us identify what skills are needed outside of you and your team. |
| 1. **Proposed timeline and key date(s)**

Please include a start date, options for days when activity can take place at MAKE, and a completion date. Include all important dates and deadlines.  |
| 1. **Is this activity open to the public or are you working with a specific group of people?**

Please describe the groups of people you want to work with and why you want to work with this group. |
| 1. **What is the number of participants you propose to host for each session?**

We have a limit of 12 people in the workshops and additional space for people outside (this is excluding the project staff) |
| 1. **Do you have resources, funding, and/or materials needed for your project?**

Include any material costs, equipment, staffing or volunteer expenses already covered or funded. If possible, indicate who has funded the activity.  |

**Thank you!**

*If there is anything in the form that is unclear, or if you would like to talk to*
*a member of the team before please contact Jodie Allen* *jodie@thelivingcentre.org*

*Central Saint Martins and UAL communities please initially contact Nicola* *n.gilcreest@arts.ac.uk*