



## Community project procedures

Community projects support the wider community, enable members to work together for a common goal and raise valuable funds.

Invitations are invited from primarily non-profit organisations.

Community projects need to be of financial benefit to the Shed or other tangible benefit. They are done on the basis that all expenses including materials, consumables and overheads are paid for by the customer or funder. Plus, a donation/payment made in recognition of time spent including design and construction. Overhead costs include our rent, utilities, insurance and wear and tear of equipment.

Unpaid work needs to focus on the needs of Orchard Trust, site maintenance and project help.

### **Process:**

When a request is received, they are accepted/rejected based on the following criteria:

- The project has to 'benefit the community', directly or indirectly
- Be primarily from a non-profit organisation or the needy
- Or strategically be a good idea i.e. for Lydbrook Council or conditions of a grant application i.e. in the Cinderford area.

If a project request does not fit the above criteria but is of a high donation value, it is a commercial venture, a sale of our time and effort, rather than a community project and can be considered on that basis. It must include a fair return for labour and Shed effort and cover all costs.

### **Chargeable costs to include:**

- design time
- materials (preferably supplied by customer)
- consumables
- utilities
- member workshop time of £5/hr
- labelling, instructions, plans
- utilities charge (£10/day for OT)
- delivery
- + allowance for wear and tear, insurance etc
- + 19% tax on Shed time

### **Requests with no Shed benefit/income**

Requests received, which supply materials but have no budget for Shed time, can be passed to members, to see if project is of interest for them to do for free.

It can only be done on the basis that all materials are supplied and there is no cost to the Shed.



### **Project form**

The interactive pdf form is sent to the customer to capture all the required details and payment intentions.

Includes:

- Contact details
- Customer status - charity, voluntary organisation, not for profit group/organisation
- Project details
- Timeline/deadline
- Budget and funding
- How will the project benefit the local community? Including geographical area and individuals to benefit.
- How will the Community Shed benefit? Donation or tangible benefit
- Proposed donation to the Shed or any other tangible benefit.

### **Priorities**

Requests will usually be done in order of receipt, and project time scheduled in.

Deadlines must be realistic and not put the Shed under too much pressure to complete projects.

Workshop time will need to be booked outside of Shed normal sessions.

Members are to be asked and encouraged to contribute in the workshop and off site if required.

### **Promotion**

Community project completion should be promoted on facebook and the web site, as well as pictures taken of project progress.