



Project sponsor framework document

1. *General description of the project*

- I use the intentions document and the 5W's document to describe it:
- Is the idea of project well received by the immediate and wider community?

2. *What activities are planned?*

I'm considering production for internal use (e.g. production of aromatic plants? vegetables? small fruit? ...).

- To what end?

I'm thinking about production for sale (which products, what volume targets?).

- To what end?

I am considering other activities (e.g. school visits, adult training, etc.)

- To what end?

3. *What resources (human, local and financial) do I or do I not have?*

- a. **Human resources** and types of collaboration envisaged (volunteers, employees, trainees, external staff, partners, craftsmen, etc.) :

I specify the areas of expertise of the ideal team (what skills should be in-house? what skills should be sourced externally? what training is required?...):

I try to estimate the amount of time needed to set up and run the business...

- b. **Local resources** :

I know the area (e.g. know-how, crafts, economic fabric, resources of local materials and raw materials, community fabric, local life, etc.).

I list the existing resources on the site (well, edge, shed...)

- c. **Financial resources to meet garden expenses**



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I assess the financial resources generated by the garden's activities

I list possible external financial resources (e.g. grants, donations, etc.)

4. I prepare a balanced budget forecast: the amount of expenditure is offset by the amount of income.

I list the expenses required to set up and run the project



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Estimated budget (year N+1)

EXPENDITURE	YEAR	REVENUE	YEAR
Purchasing	0,00 €	Own revenue	0,00 €
Production purchasing		Sale	
External services		Training	
Maintenance supplies		Visits	
Purchases of small equipment		Contributions	
		Events	
Staff costs	0,00 €	Public revenue	0,00 €
Staff costs		Municipality	
		Department	
		Region	
Works in the garden	0,00 €	Other income	0,00 €
		Sponsorship	
		Donations	
Total expenditure	0,00 €	Total revenue	0,00 €



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5. *the legal framework :*

What is the legal framework for this garden?

Study the advantages and disadvantages of the various existing forms of organisation (association, collective...)

6. *General timetable: the main phases of the project.*



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