

# NEEDHAM MARKET INTERNET CAFE

COMMUNITY INTEREST COMPANY



Gal Travis  
Community Development Officer  
Mid Suffolk District Council  
Needham Market  
Ipswich  
Suffolk  
IP6 8DL

13th November 2006

Dear Mr Travis,

## Reference: Grant Aid funding

Thank you for the application pack for Mid Suffolk Grant Aid. Following a discussion with Dave Benham last week, I am now writing to you to submit our application.

Please find enclosed:        *1 x Application Form: Part 1;*  
   *1 x Project Overview and Budget Forecast; and*  
   *1 x Estimate for refurbishment.*

The project appears to be eligible for support because we are "providing information and communication technology (ICT) links that benefit communities and businesses" and are predominantly (though not exclusively) "aimed at the very young, youth and the elderly" and are "combating anti social behaviour and isolation".

The estimated total project costs are well in excess of £10,000 and we are exploring all other avenues of grant funding.

We have received agreement from Suffolk County Council that they will provide the back room of the existing Youth Club building as premises for the project. However, the agreement that we have requires us to fund the refurbishment of these premises to suit our needs. I have enclosed a copy of a builders' estimate for these works.

In addition to the above, we have recently submitted a bid to the Reaching Communities programme, a part of The Big Lottery Fund. If the bid is successful it will essentially pay for 3.5 fte staff positions, for 3 years. It will not pay any of the initial set-up costs for the project.

With that in mind, our most immediate priorities are refurbishment of the premises and the purchase of IT equipment. The budget includes these within *Capital Costs*. We are currently talking with other potential funders with respect to initial equipment

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Website: [www.needhaminternetcafe.org](http://www.needhaminternetcafe.org) Telephone: 01449 720966 Email: [admin@needhaminternetcafe.org](mailto:admin@needhaminternetcafe.org)

Community Interest Company - Company Number 5700276

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and set-up costs.

I am therefore writing to you to ask for £5000 in funding towards the costs of premises refurbishment as identified in the enclosed Builders' estimate.

I have not enclosed a certificate of occupation or documentation relating to Building Regulations and Planning approval. The reason for this is that although we have received confirmation from Suffolk County Council we have not yet received the official documentation.

I appreciate that these documents will be required before any monies are paid, but hope that we can continue discussions while these formalities are tied together.

I have enclosed an up-to-date project overview that provides an outline of our plans including detailed financial projections. If you require any further information please email me at [tom@needhaminternetcafe.org](mailto:tom@needhaminternetcafe.org) or visit our website at [www.needhaminternetcafe.org](http://www.needhaminternetcafe.org).

I look forward to hearing from you soon.

Yours sincerely,

Tom Barker  
Director