

# NEEDHAM MARKET INTERNET CAFE

*COMMUNITY INTEREST COMPANY*



Mrs Helen Nunn,  
Clerk to the Needham & Barking Welfare Charities,  
The Old School House,  
Ringshall,  
Stowmarket,  
Suffolk  
IP14 2JA

13th November 2006

Dear Mrs Nunn,

## **Re: Grant funding enquiry**

I am writing to you on behalf of Needham Market Internet Cafe Community Interest Company to enquire about the grants that you offer to support organisations serving the community of Needham Market.

We are a Community Interest Company, which guarantees our non-profit status, and are in the process of raising funds to open an Internet Cafe in Needham Market.

Our plans for the Internet Cafe have been forming over the past 2 years. I have enclosed a project overview that provides an outline of our plans including detailed financial projections. Further information, including our full Business Plan, can be found on our website at: [www.needhaminternetcafe.org](http://www.needhaminternetcafe.org).

Our objects state that we will, "provide a welcoming community space where young people and the wider community of Needham Market and the surrounding area can access Information & Communications Technology (ICT) and other community facilities."

The project overview gives an idea of the financial constraints that we face. As a community-based non-profit, aiming to provide free access to the Internet, our ability to operate is going to depend on creative and innovative means of raising funds.

So, while our costs are all evenly spread within the budget outline, there is potential for us to focus our services and the way we use resources, to enable us to meet the priorities of grant funders.

We have received agreement from Suffolk County Council that they will provide the

---

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

Registered Office: 16 High Street, Needham Market, Ipswich, Suffolk, IP6 8AP

Company limited by guarantee and registered in England and Wales

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 an estimate for the costs of this work.

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*. A contribution towards these costs would enable us to really push forward with the project.

I look forward to hearing from you soon.

Yours sincerely,

Tom Barker  
Director

Enclosed:

1	x	Project Overview & Budget Forecast
1	x	Quotation Summary