

**Notes:**

This is designed to be a pick & mix menu - select the options which you think will be most useful to you.

Costs are based on a day rate of £570 (inc VAT), which was agreed with Local Trust for this long term support programme.

Costs are indicative and may vary depending on your needs.

The average timeframe for each option (i.e. scoping, or creating your business model) is 4-6 weeks; a whole phase may take 6-8 months, depending on project complexity.

	Activities	Details	Total (inc VAT)	Total paid by Big Local area	Total match funding paid by Local Trust (50%)	
<b>Structuring Phase</b>	<b>Building relationships with stakeholders</b>					
<p>The idea is to construct a bespoke package, based on your project's needs, or to follow the Scoping Phase.</p> <p>Please note 6. Strategy writing is not needed if you have opted for 3. Business plan.</p>	<p>This could be carried out at any point in the process as needed, or as a separate piece of work.</p>	1 workshop looking at				
		- stakeholder mapping (who are key stakeholders)				
		- engagement plan				
		Writing up engagement plan				
			1 facilitated meeting with stakeholders			
			2 follow up phone calls	£1,710.00	£855.00	£855.00
		<b>1. Business model</b>				
		Shared Assets can bring in appropriate experts on land management depending on the type of land you are engaging with.				
			Workshop on potential income streams, current status, ambition and next steps			
			Expert support on land management (optional)			
		Written report				
		Two follow up phone calls	£2,340.00	£1,170.00	£1,170.00	

<b>2. Forming an organisation or legal entity</b>				
Following these workshops you will need to follow the legal process to form the structure if necessary, which may mean seeking legal advice independently at a cost to yourselves.	Initial workshop on legal structures			
	Written report			
	Follow up workshop (details of specific considerations dependant on structure chosen, also objects and powers to be agreed)			
	Written report			
	Two follow up phonecalls	£2,280.00	£1,140.00	£1,140.00
<b>3. Business plan</b>				
This would be a follow on from the business model and organisation forming workshops. Please note that Shared Assets will act in an advisory role - supporting and offering revisions, but not writing the plan.	1 workshop to look in more detail at customer segmentation and market			
	1 workshop on growth model			
	Written report with outline of business plan			
	2x revisions of draft document			
	4 phonecalls during period	£2,850.00	£1,425.00	£1,425.00
<b>4. Project planning and project management</b>				
Following the workshop you will be expected to create the project plan materials with support from Shared Assets.	1 workshop on project management, tools and project plan creation			
	2x revision of project plan created by group			
	2 follow up phonecalls	£1,140.00	£570.00	£570.00
<b>5. Procurement (getting the most out of consultants)</b>				
This knowledge could form a procurement policy or best practice document.	Support/knowledge on good procurement practice (interviewing, writing briefs, deciding what you need and how to find it)			
	2x revision of documents created by group			
	2 follow up phonecalls	£1,140.00	£570.00	£570.00

	<b>6. Strategy writing</b>				
	If you do not wish to write a complete business plan, but would like support in writing a green space or open spaces strategy Shared Assets can support this. Please note that Shared Assets will act in an advisory role - supporting and offering revisions, but not writing the plan.	1 workshop on project management, tools and project plan creation			
		2x revision of strategy created by group			
		2 follow up phonecalls	£1,140.00	£570.00	£570.00
	<b>Total for Structuring Phase</b>	<b>£12,600.00</b>	<b>£6,300.00</b>	<b>£6,300.00</b>	

<b>Additional costs/options</b>	4 phone calls over the period or for 1 year after the support has finished. This can also be added on to any other package as a 'hot line'.		£570.00	£285.00	£285.00
	<b>For any 'package' 1 day of background research into the project and preparation will be added on to the total cost.</b>		<b>£570.00</b>	<b>£285.00</b>	<b>£285.00</b>

