

Example expressions of interest template

Name of the organisation	
Type of organisation: (i.e. Charity, CIC etc.)	
Contact details	
Please outline the specific communities your proposal covers (including the lot numbers i.e. 1B, 2A etc.)	
What direct skills and expertise/ relationships do you have in working with the communities identified in these lots?	
What engagement methods you plan to use? (i.e. face to face focus groups, telephone interviews etc.)	
How you will you identify and recruit participants to your engagement activities?	
What are your back-up plans if you aren't getting the interest you expect?	
How will you keep us updated of progress and any issues?	
Breakdown of estimated costs including staff time and other expenses (based on outputs not day rates)	

Please submit completed expression of interest template to [EMAIL ADDRESS]