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| **1. Your Proposal** |

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| Organisation / Legal Trading Name | |  | |
| Company Registration Number | |  | |
| Name | |  | |
| Position in Organisation: | |  | |
| Address: | |  | |
| Telephone: | |  | |
| Email: | |  | |
| Type of organisation ( please tick) | | | |
| Registered Charity |  | Company limited by guarantee |  |
| Company limited by shares |  | Community Interest Company |  |
| Unincorporated club or association |  | Public Sector |  |
| Other (please specify) |  |  |  |

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| **2. EXECUTIVE SUMMARY** |
| Outline your company and your ability to deliver the requirement proposed.  Please continue on a separate sheet if necessary.  Please consider the following when outlining your proposal:   * Describe your company structure and history * Detail other trading units (if applicable) * Describe your brand ethos and style, including details of how this translates to physical space * Describe range opportunities and details of supply chain * Describe how you will meet the diversity of offer required |
| **3. PROPOSAL** | |
| 2.1 What attracts you to working in collaboration with Mary Ward Centre to deliver this exciting new café space within our Stratford building? | |
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| 2.2 You can discover more about Mary Ward Centre on our website https://www.marywardcentre.ac.uk/about/welcome-to-mary-ward/  Please describe how our values might resonate with your organisation. | |
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| 2.3 Please describe how you are you committed to work together to achieve true environmental, social, and economic sustainability? | |
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| 2.4 Is this proposal reliant on underletting or assignment? If yes, please describe. | |
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| 2.6 What length of lease is preferred beyond the initial 1 year offered? |  |

**Signed ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXTERNAL FUNDING (where applicable**

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| **4. AUTHORISATION** |
| *This section must be signed by someone authorised by the organisation (e.g Chairperson).*  *An electronic signature is acceptable.*  I confirm that to the best of my knowledge and belief, all the information in this Expression of Interest is true and correct.  I understand that, should this proposal be further developed, you may ask for additional information at any stage of the application process and may invite a further discussion via interview.  I understand that submitting this Expression of Interest does not constitute a right to further discussion with the Mary Ward Centre and is not intended to create any legally binding obligations. |