***Project proposal: Computer and Printing services***

***Project:***

The project is to provide:

1. Application form printing and completion support I.e. passport/renewal applications.
2. Cv and cover letter writing/printing services.
3. Farm work Application printing and completion.
4. Evening classes: tuition/Homework completion and printing support.
5. Art students computer access and printing support.

**Purpose**:

To provide administrative services to the local community and surrounding areas of Lluidas Vale St Catherine.

**Catchment group**

The services will be available for all age groups within the communities.

**The Need:**

There’s a great need for the above in the community and surrounding areas. The nearest Internet cafe that provides the above services are 30mins to 45mins drive.

Not all residents have transportation and it is a waste of money that most residents don’t have to pay taxi fare to access printing services.

**Strategy:**

The strategy for the need is to provide access to computers and printers in the local area.

1. Computers: 5 (only 5 computers are required so that enough customers can be given 1-1 support effectively).
2. Printers: 2 (in case 1 is out of order, another is available).
3. Computers will be available via appointment bookings (so that all persons are able to gain access to the services fairly).
4. Computer use (every customer will have a 1 hour time slot for the use of the computers, more hours is available if required).

**Predicted Outcome:**

All members of the community within a 5 mile radius will have easy access to computers and printing services.

Residents will be able to reduce their spending cost on travel as well as reduce travel.

**Duration of the project**

LONG-TERM

**Budget**

$500,000.