

# Community Asset Transfer – Stage 2 Business Model Application Form

## Guidance Notes On Completion

This application is to be submitted after the Stage 1 Application (Expression of Interest) has been approved by an assessment panel. The Stage 2 Application Form aims to ask you for all the information that the Council will need to make a decision. Please provide as much information as possible for each section to ensure that the Council can effectively process your application. Please write 'not applicable' if a section does not apply to you. If you need to provide more information than the space allows please provide additional sheets clearly marked with the applicants name, project, page number and question being answered.

The information required to complete this form may be drawn from a range of existing documentation including:

- ❖ Business Plan
- ❖ Annual Reports etc
- ❖ Constiution of the Organisation

While the Council will accept additional documents such as business plans as part of an application it will use this form as the primary document so please ensure it is fully completed. The Council will require a copy of your constitution and accounts where they are available a part of this application.

## Section A – About You and Your Organisation

The purpose of this section is to gather information on the legal status, structure, purpose and experience of you and your organisation to assist the Council in making a decision on the suitability for taking on the responsibility of an asset under the Community Asset Transfer Policy.

In this section:

**Q3**–The Organisation must be able to show it is appropriately constituted (or is in the process of constituting) and that its constitution allows for the management/ownership of an asset.

The Organisation must also describe who else will work with it to deliver the project and the relationship it has with these partners.

**Q4** – Please provide details of your organisations structure.

**Q5** – The organisation should also be able to demonstrate that:

- ❖ It has a clear purpose
- ❖ It has the skills and capacity to effectively deliver services and manage the asset
- ❖ It has a proven track record of community involvement
- ❖ It has previous successful experience in managing an asset.

## **Section B – Your Model**

This section deals with the asset itself and seeks to establish what you want the asset for and who will benefit from the transfer.

**Q6** – It is important that your organisation has a clear vision of what it needs in terms of space and facilities. Please provide on business plan for each asset (however if you are applying for a number of the same assets e.g. play areas these can be grouped in one)

**Q7** – Before you apply for an asset you need to be sure that it will meet your needs or can be modified to meet your needs.

**Q8** –The application should describe how you will use the asset. Information on opening/closing times and planned users of the building will be required

**Q9** – Information on any charges for using the asset by the public is required.

**Q10** –Details on the catchment area for your proposal is required. Consider who will be able to use the asset. The proposed use should ensure extensive reach into the community and should be open to all. In all cases applications will be expected to demonstrate how they will ensure they are inclusive.

**Q11** – The application should show how the wider community and service users will be involved in running the project and how this will help to improve community cohesion and reduce inequalities.

**Q12** – The application should describe the benefits that will arise to the local community from the transfer of the asset. The proposed use should maximise opportunities to ensure economic sustainability, for example through income generation, establishment of social enterprises or the renting out of space and facilities to other community organisations.

**Q13** – Please provide information regarding anyone who has been consulted about the proposed transfer and the overall support shown for the model. It is very important that all stakeholder groups are consulted along with the local Elected Members/Town and Community Councils.

**Q14** – The organisation/individual will need to show that it has realistic plans in place for transferring the asset and getting the project up and running.

## **Section C – Finance**

It is important that any project is able to show that it will be financially viable in the long term. The application form requires a financial plan covering three years.

This section provides the evidence to allow the Council to make a judgement on the financial viability of the project.

Revenue and Operating Costs:

**Q15** – Please provide a breakdown of costs for the first three years of the model.

Revenue and Operating Income:

**Q16** – Please provide a breakdown of income for the first three years of the model.

Overall Revenue Position

**Q17** – Please provide an overall summary of the revenue profit / loss

Capital Requirements for Modification, Major Refurbishment /Maintenance

**Q18** – Please identify any costs you have identified.

**Q19** – Please provide details of any funding you have already obtained in relation to the proposed model.

**Q20** – Please also provide details of any funding applications that are still outstanding.

**Q21** - Provide details of any other sources of funding you might have access.

## **Section E – Management Issues**

**Q22** – The organisation/individual should outline robust plans for marketing the asset and the services to be provided from it.

**Q23** – An outline management plan for the asset will also be required showing how the asset will be managed on a day to day basis.

Any organisation taking on an asset must consider how the asset will be managed to ensure that all statutory requirements are met and that the asset remains safe and fit for purpose.

Consider how you will manage repairs, both major and minor. The authority will share with you any available information regarding the condition of the property, together with previous maintenance/running costs as available. The maintenance and repair thereafter will be the responsibility of the organisation.

When considering maintenance issues don't forget the routine servicing of boilers, plant and other equipment.

What plans does the organisation have for potential alterations or adaptations?

Consider how you will provide effective security for the asset.

The management plan should also set out what policies you need in place and how these are going to be completed to cover such issues as Health and Safety etc.

**Q24** – Consider how the impact of the model will be monitored and evaluated. How will this monitoring be used to improve service delivery?

**Q25** – Before going ahead with an application organisations/individuals should consider the risks associated with the transfer, the potential for these risks occurring, the likely impact of these risks if they did occur and actions that can be taken to mitigate the effect of each risk. As part of their application organisations/individuals will need to show they have effective plans in place to manage risk.

## **Section F – Declarations**

Two representatives of the organisation making the application should sign it. One should be the Chair of the organisation.

The Council's policy on Community Asset Transfer explicitly excludes transfer to a purely commercial venture. The organisation/individual is required to confirm that the asset will not be operated as a commercial/private sector enterprise.