

Community Asset Transfer Application Form

Please note that any application returned to the Council does not give any certainty that the property will be transferred to your organisation. All applications made will be considered by the Asset Management Working Group on their own merits and a decision will be made at future meetings if any particular proposal will be supported and progressed.

To be completed interested organisation:-

Name of Asset Under Consideration: _____

Address of Asset Under Consideration: _____

Name of Organisation/Group: _____

Name of Contact: _____

Contact Address: _____

Contact Email Address: _____

Contact Telephone Number: _____

1. What type of organisation are you? (please tick all boxes that apply)

- | | |
|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Constituted Group |
| <input type="checkbox"/> Company Limited by Guarantee | <input type="checkbox"/> Public Sector |
| <input type="checkbox"/> Charity | <input type="checkbox"/> Voluntary Organisation |
| <input type="checkbox"/> Community Interest Company | <input type="checkbox"/> Consortia (if so, provide names of partner organisations) |
| <input type="checkbox"/> Co-operative Society | <input type="checkbox"/> Community Benefit Society |
| <input type="checkbox"/> Newly formed group for Asset Transfer | <input type="checkbox"/> Other (please specify) |

Has the Organisation's Managing Group read the Council's Community Asset Transfer Policy and fully understands the responsibilities and duties for the organisation as outlined within it?

Yes ☐

No ☐

2. What year were you formed?

(if you have a current business plan, please attach it to this application form).

3. Does your organisation have a governing document (Constitution, Articles and Memorandum of Understanding etc.)?

- ☐ Yes (please attach a copy with your application) ☐ No

4. Does your organisation hold an Annual General Meeting (AGM) or similar governance meeting?

- ☐ Yes ☐ No

5. Does your organisation produce annual reports or returns for Companies House, The Charity Commission or other governing body?

- ☐ Yes ☐ No

6. Please provide details of your organisations management structure, including names, roles and responsibilities (if you have a diagram illustrating your organisation structure please attach a copy)

7. Does your organisation employ staff and/or uses volunteers to deliver its activities?

Employs staff - please confirm how many

Uses volunteers - please confirm how many

Please attach a staffing structure for your organisation if you have one.

8. Has your organisation got an audited or independently checked set of accounts for its last financial year?

- ☐ Yes (please attach a copy with your application) ☐ No

9. Does your organisation have a bank account in its own name and can produce bank statements?

- ☐ Yes (please attach a copy of the latest statement with your application) ☐ No

10. Does your organisation currently own and/or occupy any other land or property; or has it previously owned or taken a lease of an asset? If yes, please provide details.

11. Does your organisation have any affiliations with other business entities? If yes, please provide details.

12. Are any of your group (committee/board members, treasurer, secretary or others with senior positions within the organisation) related to any Councillor or senior employee of the Council? If yes, please provide details.

13. Is your proposal to occupy 100% of the property for non-profit making community activities? If not, please provide further details.

14. Does your organisation intend to pay an annual contribution to the Council for its occupation of the premises? If so, please provide your proposals for any rent/licence fee contribution below.

15. Is your group an entirely non-profit organisation with all surplus proceeds (if any) being fully reinvested in to the further delivery of community services at the subject property? If not, please provide details below.

16. Does your organisation deliver community facilities elsewhere? If so please provide details.

17. Does your organisation have suitable written procedures in place to cover the following areas:

| | | |
|-----------------------------|------------------------------|-----------------------------|
| Safeguarding | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Quality & Diversity | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Health & Safety | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Disclosure Barring Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Grievances/Complaints | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Recruitment & Induction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Training & Development | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you have any comments to add in respect of the above, please provide below.

As part of the Community Asset Transfer application process your organisation is also required to submit a business case along with this application form. Together, these documents will be used to assist the Council in assessing the financial and operational viability of your proposal.

As a minimum requirement the business case should address the following points:-

- an executive summary of why the organisation requires the proposed asset; what difference it will make to the organisation
- a statement of the aims and objectives of the organisation
- a description of who the organisations clients/users are, i.e. its target group
- details of what activities, services, events and uses the asset will be required for, and how the organisation intend to deliver these; it should also identify any new/additional activities/services will be delivered as a result of managing the asset
- which of the Council's strategic objectives the organisation deliver against and what outcomes will be delivered as a result of their managing the asset
- a community need statement outlining the community need and any community benefits from the organisation managing the asset (the how, the who, how many) and this will be measured, including details of stakeholders and evidence of community involvement and consultation
- what improvements, both physical and cosmetic the organisation intends to make to the asset (if any), including indicative costs and how these are to be financed
- a cash flow forecast and budget detailing the financial viability and sustainability of the organisation. This should demonstrate their ability to manage the asset and all costs resulting from their use and operation including (as a minimum); ongoing repairs and maintenance liabilities, all insurance costs including cover for public liability, and statutory compliance responsibilities
- details of the organisations safeguarding policy and demonstration of how it meets the Council's own safeguarding principles.

Undertaking:

I certify that the information supplied in this application form is accurate to the best of my knowledge and that I am Authorised by the governing body of the organisation to submit this application on its behalf.

I understand that it is a criminal offence to knowingly make a false statement, to give or offer any gift or consideration whatsoever as an inducement or reward to any Council Officer, partner or representative and that any such action will empower the Council to cancel this application.

Signature : _____

Name (print): _____

Position in Organisation/Group: _____

Date: : _____

When you have completed and signed this form please return to:

Head of Estates - Strategic Property
Growth Directorate – Tameside Council
Ashton Old Library, Old Street Ashton Under Lyne, OL6 7SG
Alternatively, email – estates@tameside.gov.uk

For support in preparing a business case, access to potential funding streams, organisational structure and governance matters; please contact Action Together Tameside :- # *Please note that further consultation is required with Action Together Tameside.*

Action Together Tameside
95-97 Penny Meadow,
Ashton-under-Lyne,
OL6 6EP
Tel: 0161 339 2345

| Application Attachment Check list: | | | |
|--------------------------------------|-----|----|-------------|
| Item | Yes | No | Any comment |
| Copy of Governing document(s) | | | |
| Copy of Annual report and/or returns | | | |
| Organisational Structure Diagram | | | |
| Staffing diagram / structure | | | |

| | | | |
|---|--|--|--|
| Copy of audited/independently checked accounts for the organisations last financial year | | | |
| Copies of the last three bank statements | | | |
| Business Plan | | | |
| Copy of minutes or letter confirming authority to signatory to submit Application Form on behalf of the organisation | | | |