

Community Asset Transfer Assessment Matrix

Date application received	
Name of applicant	
Details of asset	

Eligibility Checklist

Answering 'no' to any of the following questions may result in the application being declared ineligible and the application rejected.

Eligibility Criteria	Yes/No	Comments
Is the subject asset classed as potentially suitable for Community Asset Transfer?		
Is the applicant non-profit distributing?		
Is the applicant a community/voluntary sector organisation?		
Does the proposed use for the asset provide community, social and/or environmental benefit for the wider community?		
Does the proposed use assist in delivering the Council's corporate priorities?		

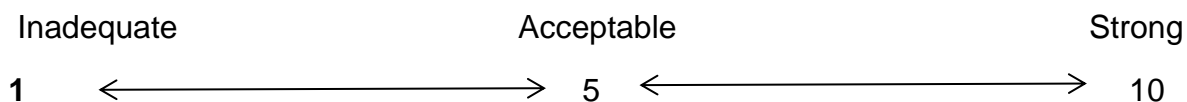
Information Checklist

Answering 'no' to any of the following questions may result in the application being declared ineligible and the application rejected.

Have the following documents been attached to the application?	Yes/No	Comments
Completed copy of the 'Community Asset Transfer Application Form'.		
Business case, including cash flow forecast demonstrating the viability and sustainability of the organisation.		
Copy of the organisation's governing documents.		
Copy of minutes or letter confirming authority of signatory to submit Application Form on behalf of the organisation.		

Assessors will evaluate responses/information provided by applicant and award a score to each criteria. Please note if the information is deemed inadequate to any of the specified criteria, the Council reserves the right to reject the application.

A breakdown of how scores will be determined is provided at the end of this document.



The Applicant		
Criteria	Score	Comments
Has the legal standing of the organisation been clearly defined and established?		
Is organisation eligible for Community Asset Transfer as defined in the Council's adopted policy?		
Does the organisation demonstrate good governance i.e. can it demonstrate effective, open and ethical process that adhere to legal scrutiny?		
Are the group fully aware of the statutory and legal requirements necessary for the delivery of the proposal?		
Does the group accept the need to work jointly with the Council and agree to enter into a Joint Working Agreement that will be reviewed periodically?		
Has the group demonstrated prior experience of delivering community projects and/or the required skill set to deliver the proposed?		

Has the organisations management and staffing structure been clearly defined?		
<p>Does the organisation have written procedures covering the following?</p> <ul style="list-style-type: none"> • Recruitment & Induction • Training & Development • Health & Safety • Equality & Diversity • Safeguarding • Disclosure Barring Service Checks • Grievances/Complaints 		
Section total	/80	

The Proposal		
Criteria	Score	Comments
Does the executive summary clearly define why the organisation requires the asset and what difference it will make to the organisation?		
Are the aims and objectives of the organisation clearly defined in the applicant's proposal?		
Are the organisations prospective clients/users a priority group for the Council?		
Does the proposal assist with the delivery of the Council's Corporate Objectives?		
Does the proposal identify how the activities, services, events and uses will be delivered through use of the asset?		
Does the proposal meet the specific criteria relating to this particular asset, as detailed		

within the advert for the asset? (This may not always be applicable).		
Section total	/60	

Community and Partnership Impact		
Criteria	Score	Comments
Has the group identified a wide range of users for the facility and are the services to be offered inclusive of the wider community?		
Has the group clearly demonstrated the need for the proposed service? Is the service offered replicated by a similar group/facility in the local area?		
Can the group demonstrate that they have engaged/consulted with the local community and that the community support their proposal?		
Has the organisation demonstrated how their proposal will provide added community benefit as a result of acquiring the asset and furthermore how they intend to measure and evidence this?		
Is there evidence that the organisation works in partnership with other organisations and community groups in the areas?		
Is there evidence that the organisation has an inclusive approach to the needs of different groups within the wider community?		

Section total	/60	
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The Asset		
Criteria	Score	Comments
Is the asset suitable for the organisations proposed use?		
Does the group intend to carry out any improvements/alterations to the asset? If so have comprehensive details of the proposed improvements/alterations been provided, together with indicative costs and means of funding?		
Has the group demonstrated a full understanding of the issues affecting the asset, including (but not limited to) – condition, suitability, planning restrictions, health & safety, accessibility and environmental issues?		
Section total	/30	

Financial Implications		
Criteria	Score	Comments
Has the organisation submitted a detailed and realistic cash flow forecast and budget detailing the financial viability and sustainability of the organisation?		
Proposed level of subsidy required from the Council (contribution expressed as a percentage reduction from the market rent): Sliding score to be applied e.g.		

- up to 25% reduction in market rent = score of 10 - up to 50% reduction in market rent = score of 5 - up to 100% reduction in market rent = score of 1		
Have any capital costs, such as improvement works, been adequately accounted for?		
Section total	/30	

Capacity to Manage the Asset		
Criteria	Score	Comments
Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?		
Does the organisation demonstrate a clear understanding of the roles, responsibilities and issues arising from the management of the asset and compliance with, amongst other matters, the following:- <ul style="list-style-type: none"> • Health & Safety • Day to Day Maintenance • Risk Management • Safeguarding • DB Checks 		
Has the group demonstrated it has a succession plan in place to ensure it maintains the right skill and knowledge for the duration of the agreement sought?		
Section total	/30	

Summary

Section	Score	Comments
The Applicant	/80	
The Proposal	/60	
Community and Partnership Impact	/60	
The Asset	/30	
Financial Implications	/30	
Capacity to Manage the Asset	/30	
Total score	/290	

Recommendation:

Evaluation Panel Members:

Date: